



**Washington State
Office of Superintendent of Public Instruction**

STARS Training Manual

Last Updated
August 26, 2014

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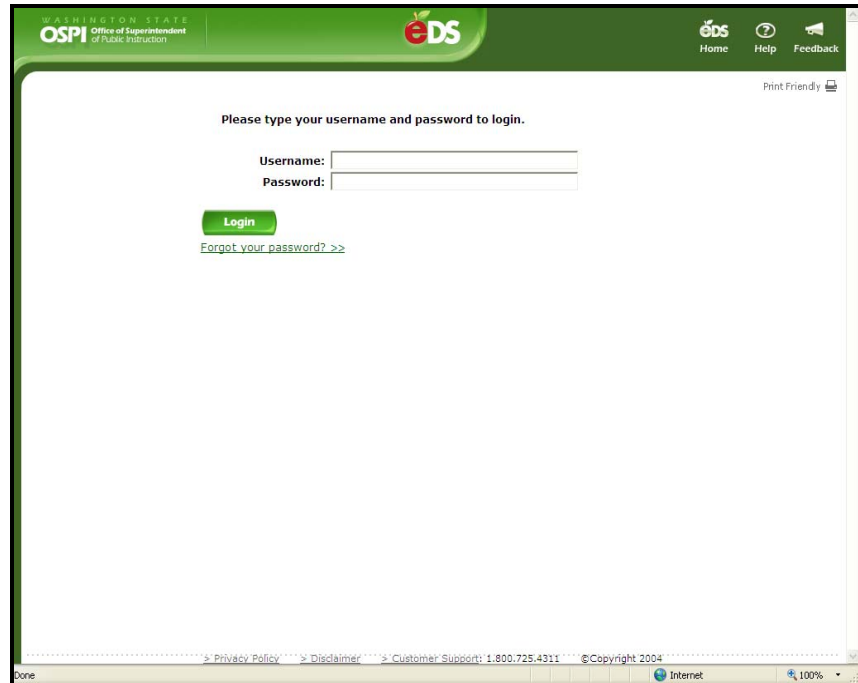
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1. Logging In To STARS

- a) Go to the EDS Login screen and type in your user name and password then click Login.

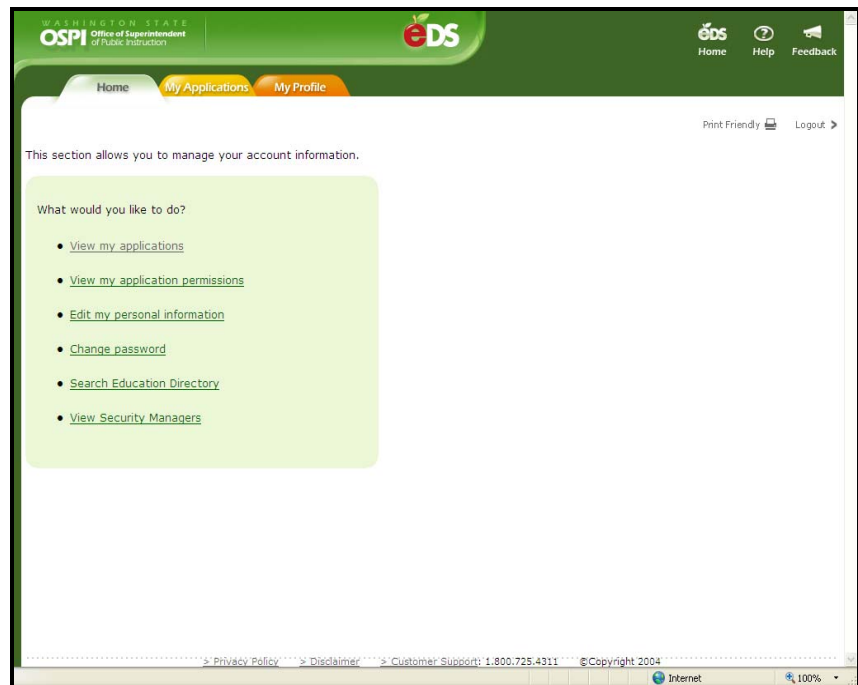
Note: The URL to use is:

<https://eds.ospi.k12.wa.us/Login.aspx>



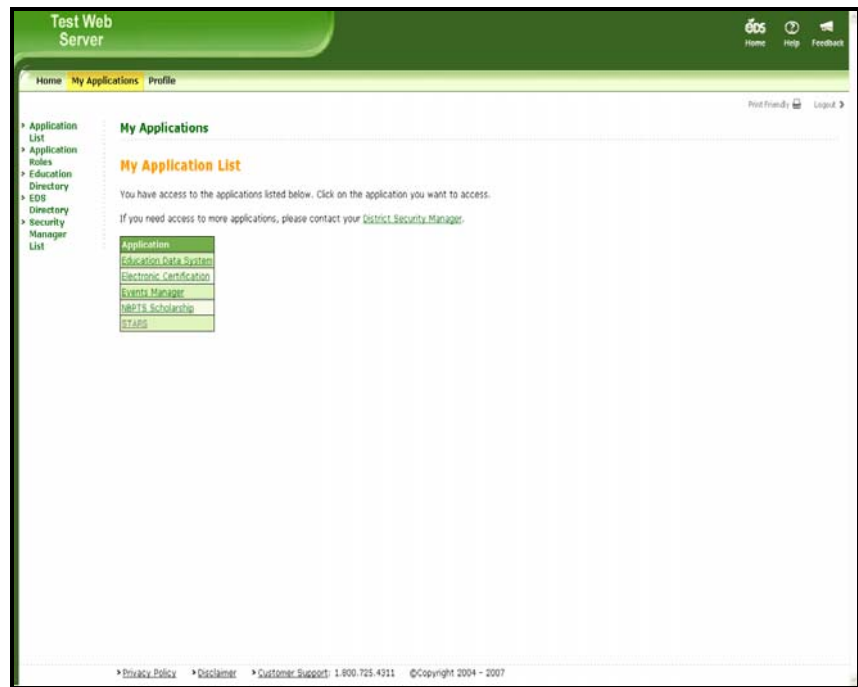
The screenshot shows the EDS Login screen. At the top, there is a green header with the OSPI logo and the text "WASHINGTON STATE Office of Superintendent of Public Instruction". To the right of the header is the "eds" logo and navigation links for "Home", "Help", and "Feedback". Below the header, the main content area has a white background. It starts with the instruction "Please type your username and password to login." followed by two input fields: "Username:" and "Password:". Below these fields is a green "Login" button. To the right of the "Login" button is a link that says "Forgot your password? >>". In the bottom right corner of the main content area, there is a "Print Friendly" link. At the bottom of the page, there is a footer with links for "Privacy Policy", "Disclaimer", and "Customer Support: 1.800.725.4311", along with a copyright notice "© Copyright 2004". The browser's address bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

- b) From the EDS Home page click on the tab for My Applications.

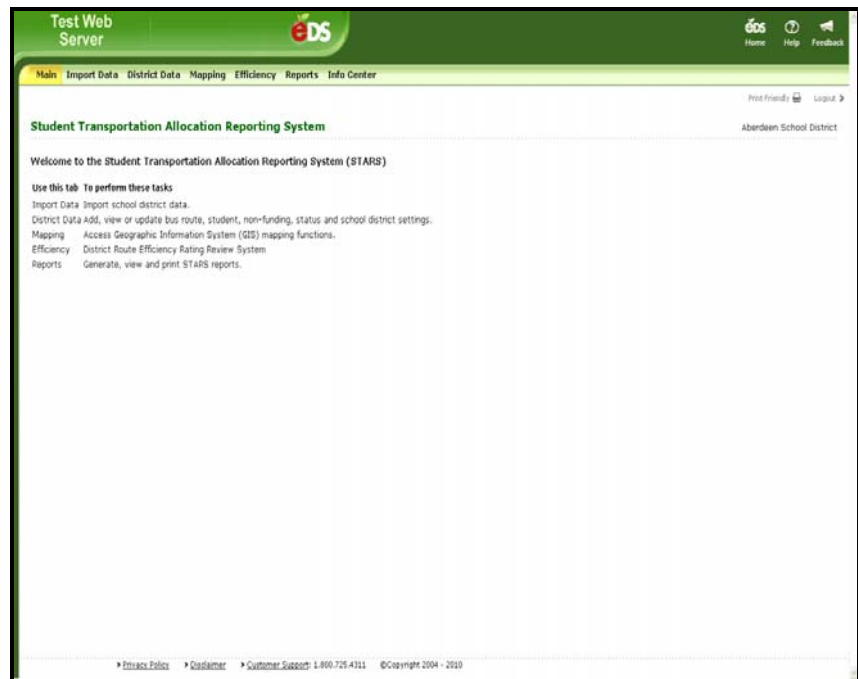


The screenshot shows the EDS "My Applications" page. At the top, there is a green header with the OSPI logo and the text "WASHINGTON STATE Office of Superintendent of Public Instruction". To the right of the header is the "eds" logo and navigation links for "Home", "Help", and "Feedback". Below the header, there is a sub-header with three tabs: "Home", "My Applications" (which is highlighted), and "My Profile". Below the tabs, the main content area has a white background. It starts with the instruction "This section allows you to manage your account information." followed by a green box with the heading "What would you like to do?". Inside this box, there is a list of links: "View my applications", "View my application permissions", "Edit my personal information", "Change password", "Search Education Directory", and "View Security Managers". In the bottom right corner of the main content area, there is a "Print Friendly" link and a "Logout" link. At the bottom of the page, there is a footer with links for "Privacy Policy", "Disclaimer", and "Customer Support: 1.800.725.4311", along with a copyright notice "© Copyright 2004". The browser's address bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

- c) From the My Applications page, click on the link to STARS.



- d) The Main page is the initial entry point to the STARS application. This page does not provide any specific functionality beyond basic instructions describing features of the STARS application.



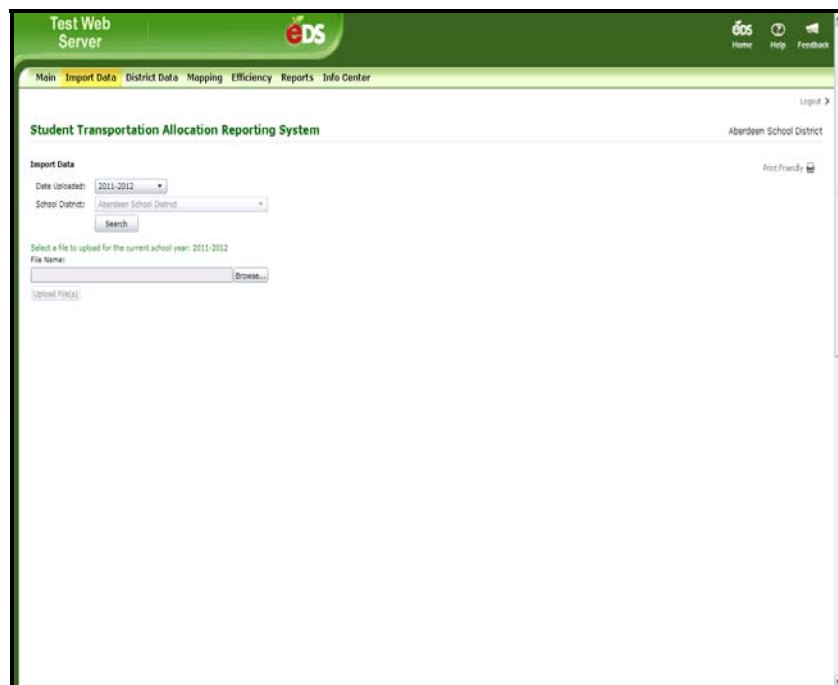
- e) The Info Center tab, in the top navigation bar, can be clicked to access the STARS User Manual.



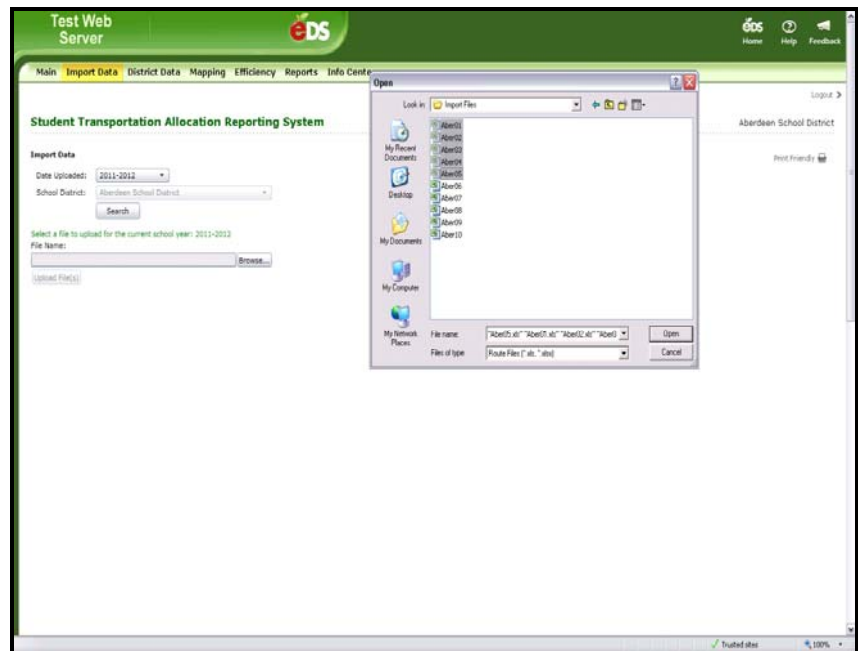
2. Importing Route Data

- a) The first functionality screen you will see in the STARS application is the **Import Data** screen. Click the **Import Data** tab and the page will display with the Current School Year and the School District already populated.

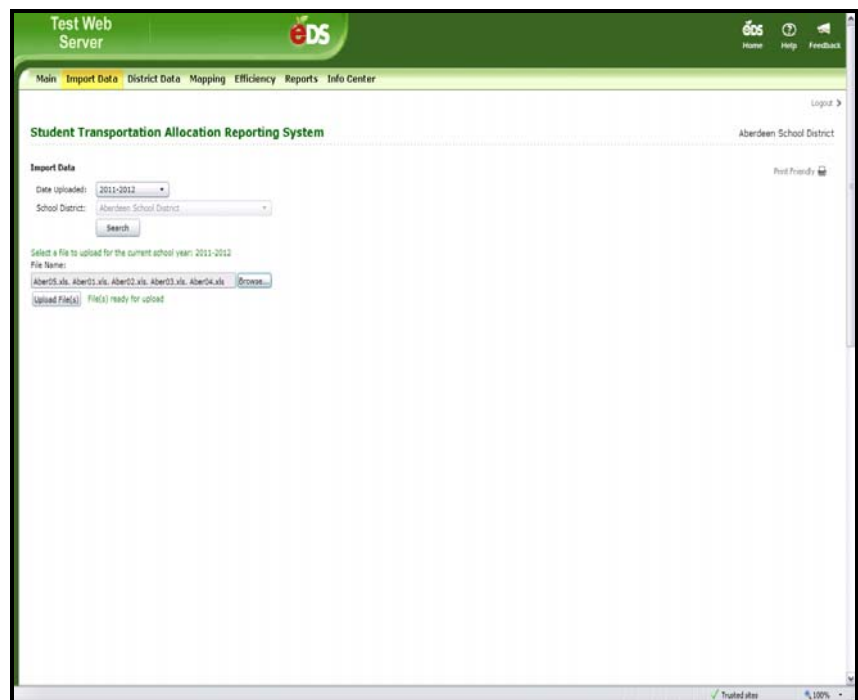
Note: RTC Users and OSPI Users will need to select a specific Region and School District from the dropdown menus on their pages.



- b) You will select the route data files you wish to upload by clicking the **Browse** button. You can select only one file to upload or to select many files to upload use the Ctrl + left click of the mouse button. Then click the **Open** button to transfer selected file(s) to the File Name box on the Import Data page.



- c) Once the selected files are chosen, you will click the **Upload File(s)** button.



- You can click on the File Data Error and it will display the file and errors.**

Test Web Server

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Student Transportation Allocation Reporting System

Aberdeen School District

Import Data

Date Uploaded: 2011-2012

School District: Aberdeen School District

Search

Select a file to upload for the current school year: 2011-2012

File Name:

Browse...

Upload File(s)

To view the file contents, click on the file name.

☐ Select All

Post Files

File Name	File Type	Source	Status	File Date
<input type="checkbox"/> Aber01.xls	District Route Data	User Imported	File Uploaded	May 29, 2011
<input type="checkbox"/> Aber04.xls	District Route Data	User Imported	File Uploaded	May 29, 2011
<input type="checkbox"/> Aber03.xls	District Route Data	User Imported	File Uploaded	May 29, 2011
<input type="checkbox"/> Aber02.xls	District Route Data	User Imported	File Uploaded	May 29, 2011
<input type="checkbox"/> Aber01.xls	District Route Data	User Imported	File Uploaded	May 29, 2011
<input type="checkbox"/> Aber02 Invalid.xls	District Route Data	User Imported	File Data Error	May 29, 2011
<input type="checkbox"/> Aber01 Valid.xls	District Route Data	User Imported	File Posted	May 29, 2011
<input type="checkbox"/> Aber43.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber39.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber37.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber26.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber34.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber21.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber30.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber25.xls	District Route Data	User Imported	File Posted	May 24, 2011
<input type="checkbox"/> Aber08.xls	District Route Data	User Submitted	File Deleted	May 24, 2011

Post Files

Trusted sites
 100%

- Test Web Server

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Student Transportation Allocation Reporting System

Aberdeen School District

Import Data

Date Uploaded: 2011-2012

School District: Aberdeen School District

Search

Select a file to upload for the current school year: 2011-2012

File Name:

Browse...

Upload File(s)

To view the file contents, click on the file name.

☒ Select All

Post Files

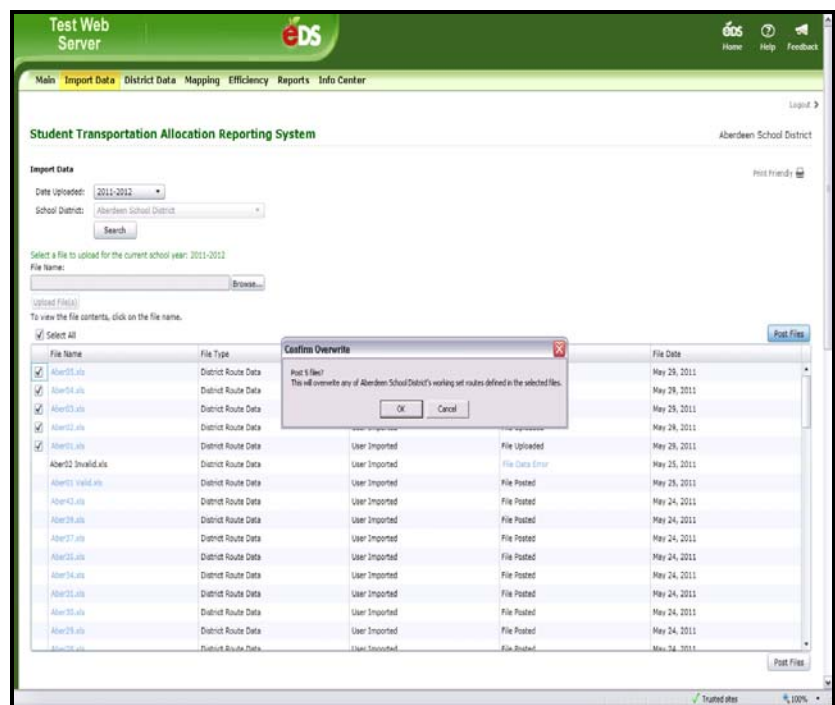
File Name	File Type	Source	Status	File Date
<input checked="" type="checkbox"/> Albr01.xls	District Route Data	User Imported	File Uploaded	May 25, 2011
<input checked="" type="checkbox"/> Albr04.xls	District Route Data	User Imported	File Uploaded	May 26, 2011
<input checked="" type="checkbox"/> Albr03.xls	District Route Data	User Imported	File Uploaded	May 25, 2011
<input checked="" type="checkbox"/> Albr02.xls	District Route Data	User Imported	File Uploaded	May 26, 2011
<input checked="" type="checkbox"/> Albr01.xls	District Route Data	User Imported	File Uploaded	May 26, 2011
Albr02 Invalid.xls	District Route Data	User Imported	File Data Error	May 26, 2011
Albr01 Invalid.xls	District Route Data	User Imported	File Posted	May 25, 2011
Albr43.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr39.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr37.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr36.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr34.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr33.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr35.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr29.xls	District Route Data	User Imported	File Posted	May 24, 2011
Albr08.xls	District Route Data	User Imported	File Deleted	May 24, 2011

Post Files

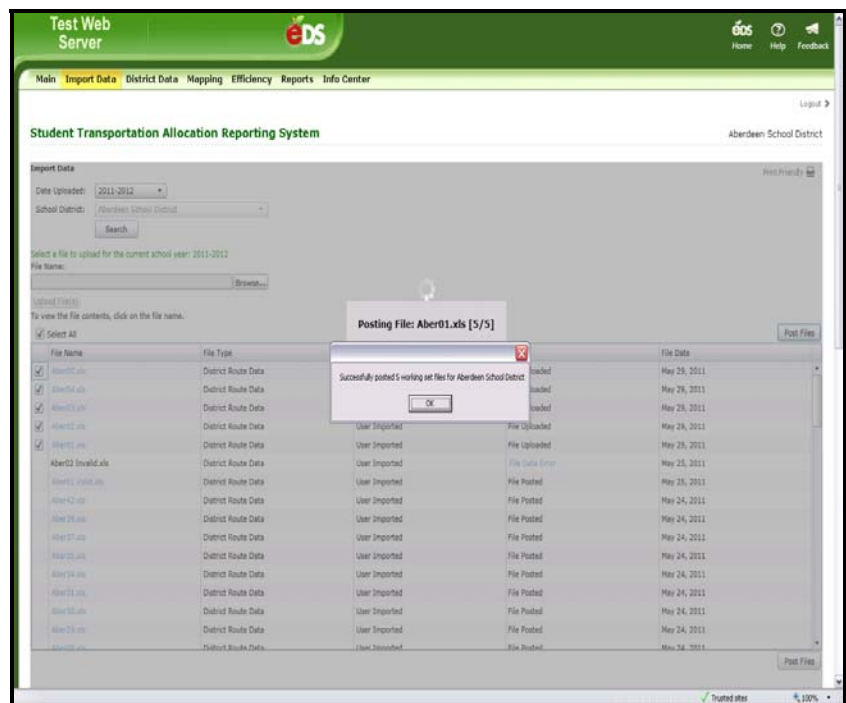
Tested ok

100%

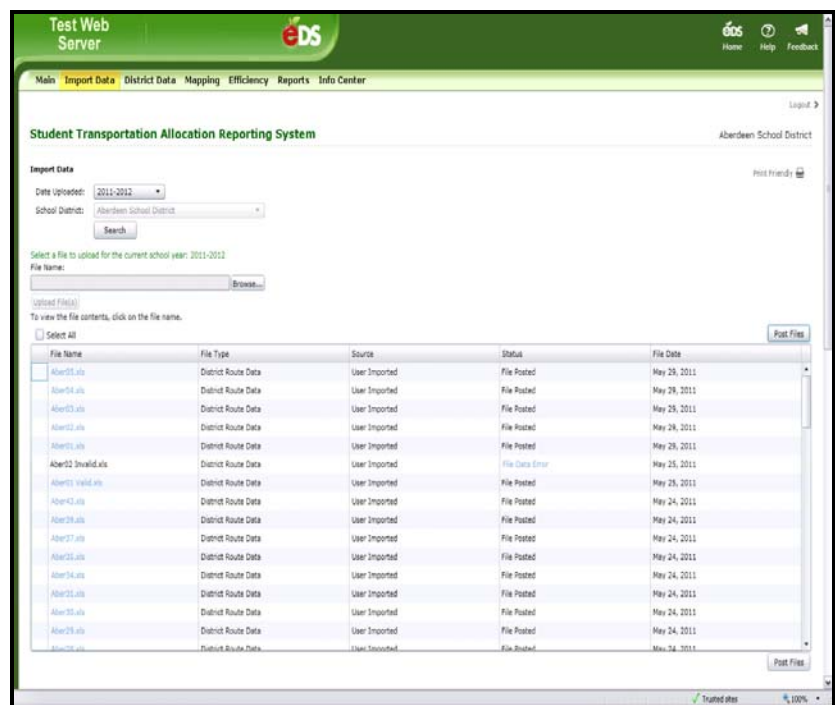
- f) The Confirm Overwrite dialog box will appear. If you click **OK** the button the working data set records will be overwritten. If you click the **Cancel** button the files will not post and the page re-displays without the Confirm Overwrite dialog box.



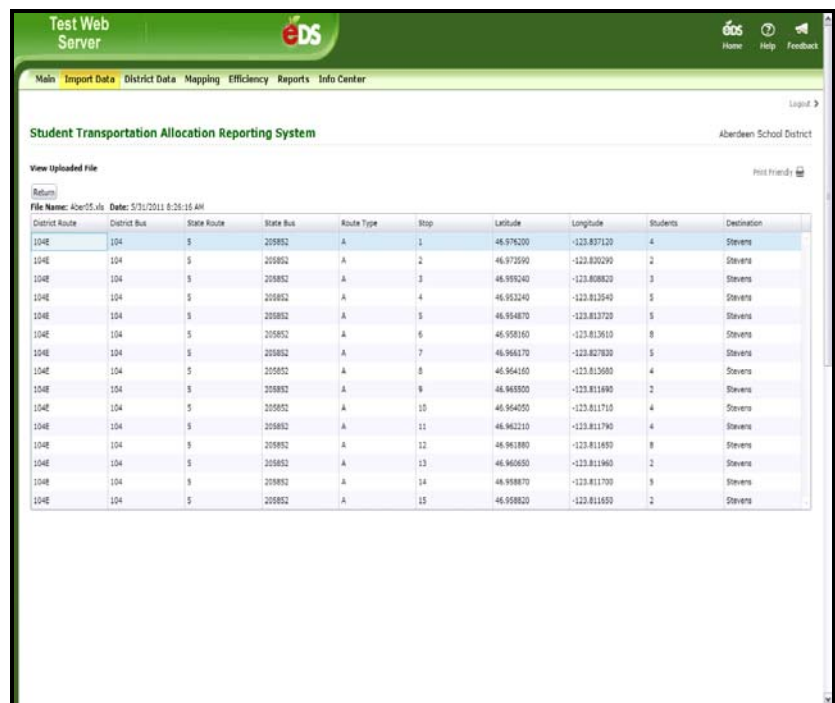
- g) After you click the **OK** button, the files will post and a dialog box will appear stating the successfully posted working set files for the school district, with an **OK** button to click.



- h) After you click the **OK** button, the page will re-display and the Status will change from File Uploaded to File Posted or File Data Error. Successfully posted files will have a hyperlink to the file in the 'File Name' column. Unsuccessful posted files will have a hyperlink to the file in the 'Status' column. To view the file, click on the hyperlink.

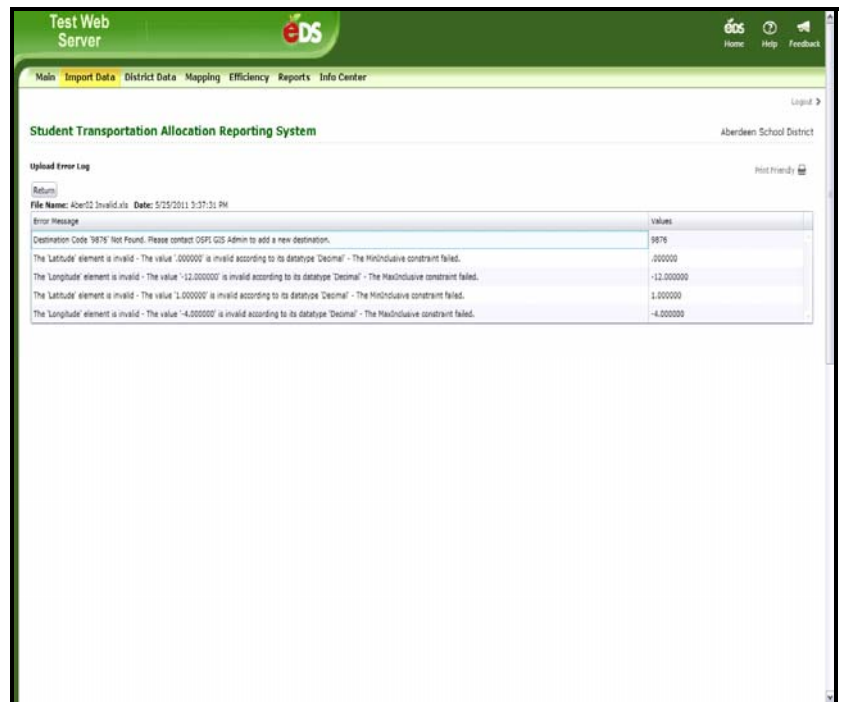


- i) If you click the **File Name** hyperlink, the **View Uploaded File** page will display. Click the **Return** button to navigate back to the previous page.



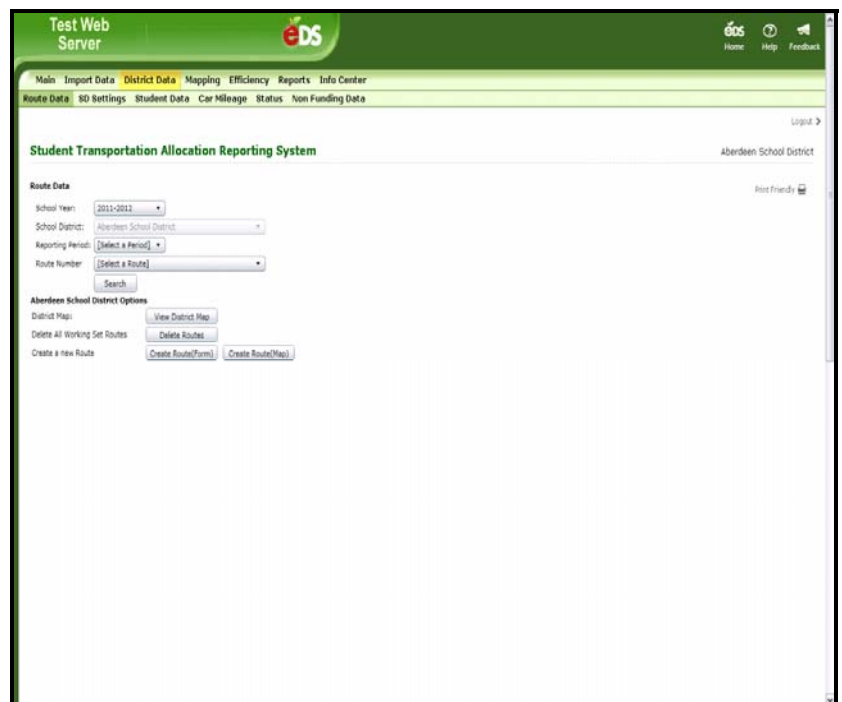
- j) If you click the **File Data Error** hyperlink, the **Upload Error Log** page will display. Click the **Return** button to navigate back to the previous page.

Note: You can only fix the errors in the original file and then you can upload that file again.



3. District Data | Route Data

- a) The first functional screen in the secondary navigation bar (under the District Data tab) is Route Data. This page allows users to manage school bus route data. School Bus Route Log, route data is created in one of three ways: importing route data files; copying route data from a previous reporting period; manually entering route data. Route data must be entered for the Fall, Winter and Spring reporting periods.



- b) You can select a specific Reporting Period from the dropdown menu. Also, a specific Route Number can be selected from the dropdown menu. Click the **Search** button and the selected data will be displayed. Under the **Period** column the Reporting Period (Fall) and the Working Data Set (WS) are shown.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Route Data' section has the following filters: School Year: 2011-2012, School District: Aberdeen School District, Reporting Period: Fall, and Route Number: 103E. The 'Search' button is clicked. Below the filters, there are buttons for 'View District Map', 'Delete All Working Set Routes', 'Delete Routes', 'Create Route/Form', and 'Create Route/Map'. A table displays the search results:

Action	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
View	Aberdeen	Fall	103E	2	103	204215	A	May 25, 2011	Mary Pann
Edit	Aberdeen	WS	103E	3	103	204215	A	May 21, 2011	STARSDistrict

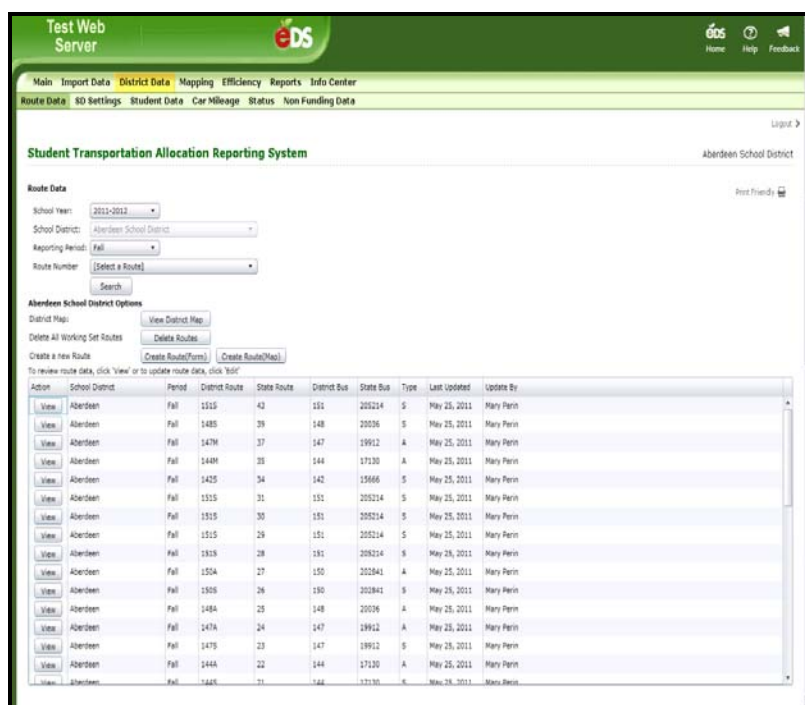
- c) If you select a specific Reporting Period from the dropdown menu that does not have an **Accepted** or **Working** data set, a red message will appear; **No data found** matching search criteria. Please try again.

Note: For a description of the **View District Map** and **Create Route(Map)** functionality, please refer to the GIS Training Manual.

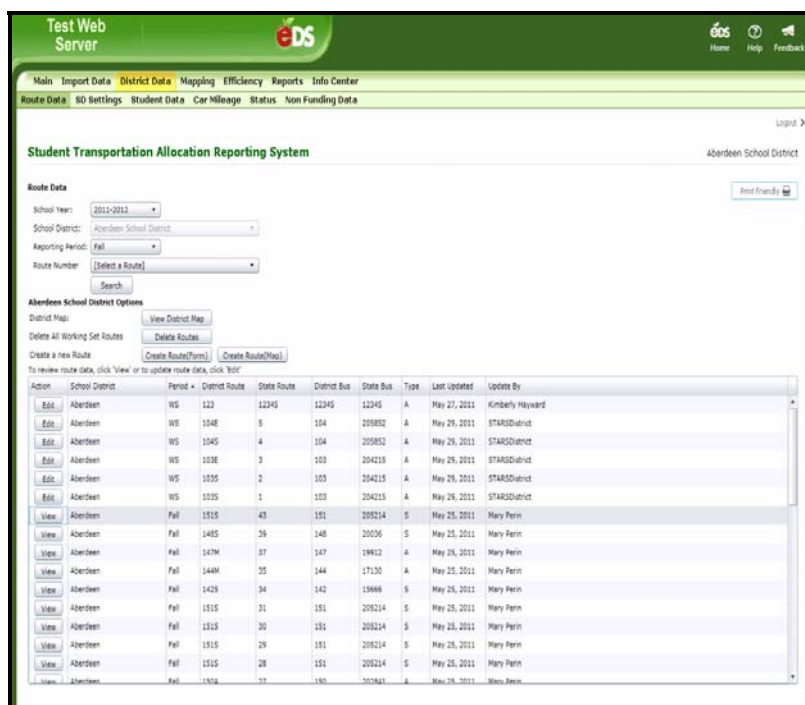
The screenshot shows the same 'Student Transportation Allocation Reporting System' interface. The 'Route Data' section has the following filters: School Year: 2011-2012, School District: Aberdeen School District, Reporting Period: Winter, and Route Number: [Select a Route]. The 'Search' button is clicked. Below the filters, there is a red message: 'No data found matching the search criteria. Please try again.' The 'Aberdeen School District Options' section remains the same as in the previous screenshot.

- d) You can view all Route Data in a Reporting Period by selecting only a Reporting Period and not selecting a Route Number. This view will provide the **Accepted Data Set (Fall)**, with a **View** option button, and the **Working Data Set (WS)**, with an **Edit** option button.

Note: The Status workflow process (Section 4), controls when a Data Set is in an Accepted status or in a Working status.



- e) The column display sort order can be changed by clicking on any of the column headers. By clicking on the **Period** column header, the sort order was changed from displaying the Fall Reporting Period routes first, to displaying the Working Data Set (WS) routes first.



- f) If you choose a row and click on the **View** button, the School Bus Route Log page will display the selected route data information. From this page you can click the **View Route Map** button to display the GIS map or click on the **Return** button to navigate back to the previous page.

Note: No edits are allowed on this page.

School Bus Route Log - Fall 2011-2012

Aberdeen School District

District Bus No.: 151
 District Route No.: 151S
 Route Type: Special Ed Program
 State Bus No.: 208214
 State Route No.: 43

Hopkins Preschool Center
 Code: 2154
 Latitude: 46.972712
 Longitude: -123.821688

Stop	Latitude	Longitude	Description	Students Assigned	Stop
1	46.972810	-123.848880		✓	1
2	46.978110	-123.818130		✓	2
3	46.980120	-123.814960		✓	3
4	46.972400	-123.826940		✓	4
5	46.977090	-123.840520		✓	5
6	46.981310	-123.850270		✓	6
7	46.970820	-123.839120		✓	7
8	46.975310	-123.839070		✓	8
9	46.970200	-123.836450		✓	9
10	46.974370	-123.832250		✓	10
11	46.973220	-123.827710		✓	11

- g) If you choose a row and click on the **Edit** button, the School Bus Route Log page will display the selected route data information. From this page you can Add a Destination to this route, Add a Stop to this route, Modify an existing Destination on this route, Modify other route data, Delete a Stop, Delete this route, View Route Map or Return to the previous page.

School Bus Route Log - WS 2011-2012

Aberdeen School District

District Bus No.: 104
 District Route No.: 104E
 Route Type: Basic Program
 State Bus No.: 208882
 State Route No.: 5

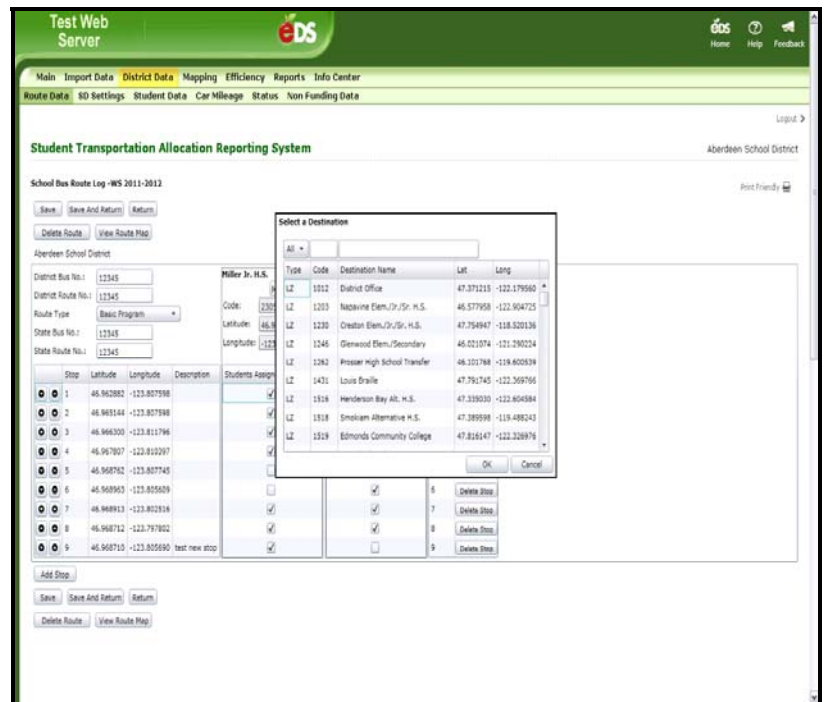
Stevens Elementary
 Code: 2971
 Latitude: 46.966937
 Longitude: -123.789634

Stop	Latitude	Longitude	Description	Students Assigned	Stop	Action
1	46.976200	-123.837120		✓	1	Delete Stop
2	46.973590	-123.830290		✓	2	Delete Stop
3	46.959240	-123.808820		✓	3	Delete Stop
4	46.952240	-123.812540		✓	4	Delete Stop
5	46.954870	-123.813720		✓	5	Delete Stop
6	46.958160	-123.813610		✓	6	Delete Stop
7	46.966170	-123.827830		✓	7	Delete Stop
8	46.964190	-123.823680		✓	8	Delete Stop
9	46.965000	-123.811690		✓	9	Delete Stop
10	46.964050	-123.811710		✓	10	Delete Stop
11	46.962210	-123.813790		✓	11	Delete Stop
12	46.961880	-123.813650		✓	12	Delete Stop
13	46.960650	-123.811940		✓	13	Delete Stop
14	46.958870	-123.811700		✓	14	Delete Stop
15	46.958820	-123.811650		✓	15	Delete Stop

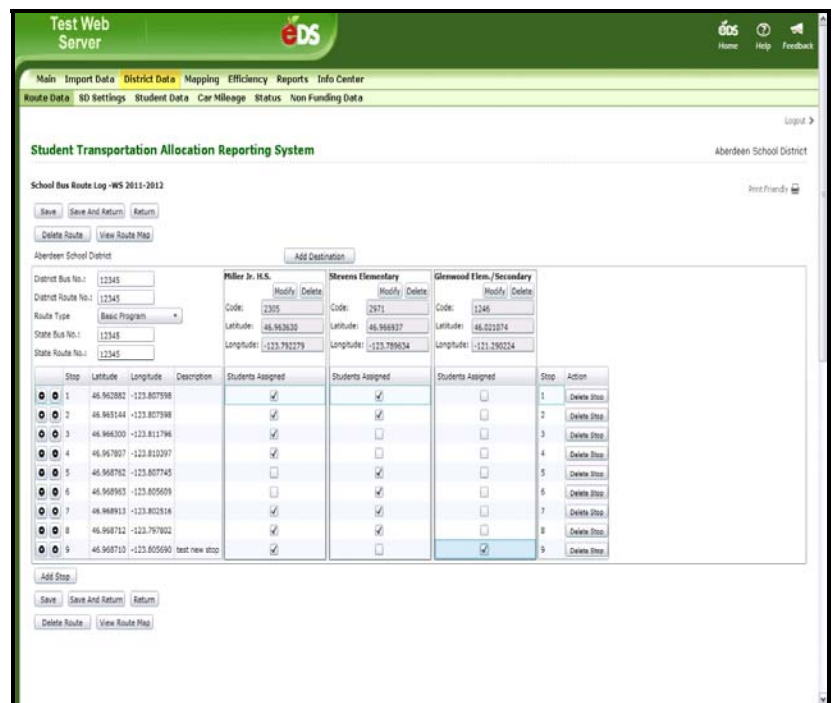
- h) If you click the **Add Stop** button, the School Bus Route Log will display. A new consecutive stop number is added to the bottom of the list.

- i) You can enter the Stop data; Latitude (required), Longitude (required), Description (optional) and click a Students Assigned box for a Destination or click the **Add Destination** button (required). Click the **Save** button to retain the entered data.

- j) If you click the **Add Destination** button, a pop-up box with a list of Destinations will appear. Select a Destination and click the **OK** button, the selected Destination will be added. Or, if you decide not to add a Destination, click the **Cancel** button and the pop-up box will disappear.



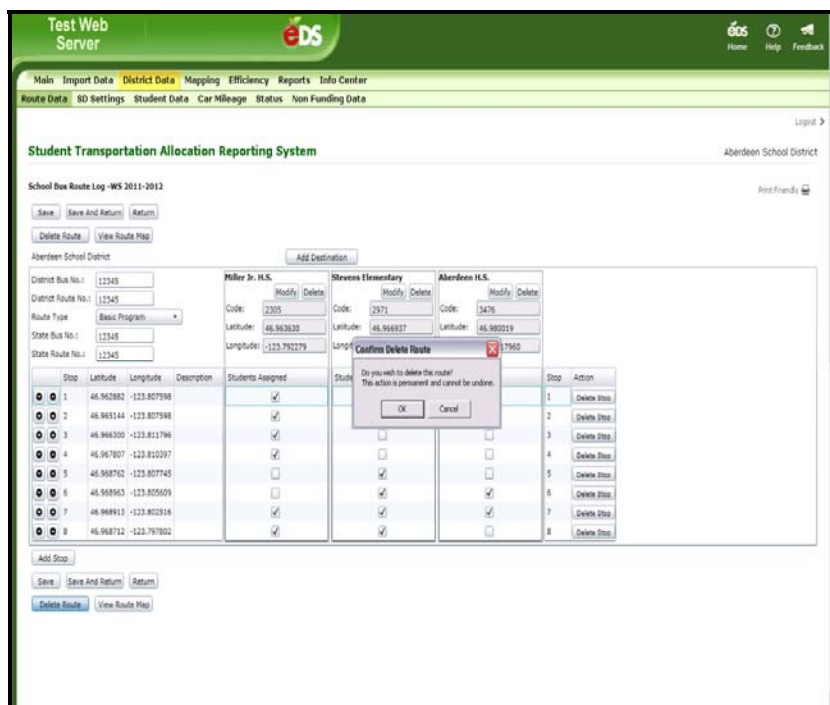
- k) If you Add a Destination, click the Students Assigned checkbox for the associated bus stop for that destination on the route. Click the **Save** button to retain the data.



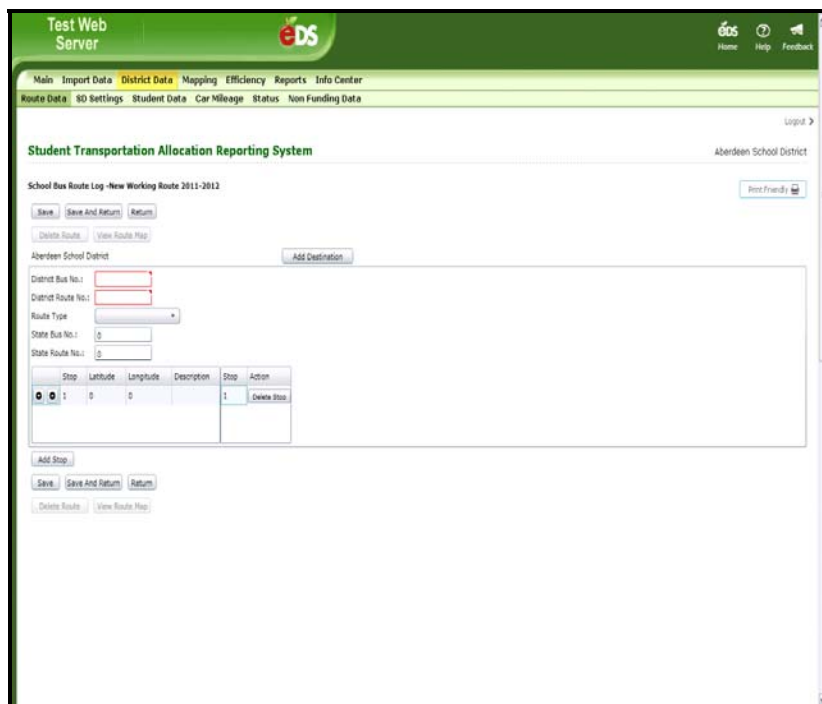
- l) You can change the order of the Bus Stops by using the arrows alongside of the bus stop number. Using the up-arrow, Bus Stop number 9 (test new stop) is now Bus Stop number 7.

- m) To Delete a Bus Stop, you can click on the **Delete Stop** button. In this example, the newly added bus stop (test new stop) has been deleted.

- n) You can delete the displayed route by clicking the **Delete Route** button. A Confirm Delete Route dialog box will appear. "Do you wish to delete this route?" This action is permanent and cannot be undone." If you click **OK** the route will be deleted. If you click **Cancel** the route will remain unchanged and not be deleted.



- o) If you click the **Create Route(Form)** button, a new page will display and allow you to enter route data.



- p) If you do not enter the required route data, then when you click the **Save** button or **Save and Return** button, red errors messages will appear describing which fields failed validation.

Test Web Server eDS

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System

School Bus Route Log - New Working Route 2011-2012

- *A route must have at least one destination. Add a destination.
- *No Route Stop Destination pairs found. Add at least one stop, one destination and assign students.
- *Blank District Bus Number. Enter a district bus number.
- *Blank District Route Number. Enter a district route number.
- *State Bus Number Can Not be Zero. Enter a bus route number.
- *State Route Number Can Not be Zero. Enter a state route number.
- *Stop #1 Latitude is outside of Washington State bounds(45.522094 to 49.001883).
- *Stop #1 Longitude is outside of Washington State bounds(-124.677931 to -116.827634).

Save Save And Return Return

Delete Route View Route Map

Aberdeen School District

District Bus No. District Route No. Route Type State Bus No. State Route No.

Stop	Latitude	Longitude	Description	Stop	Action
1	0	0		1	Delete Stop

Add Stop

Save Save And Return Return

Delete Route View Route Map

4. District Data | Status - District Route (SD Users)

- a) When you are ready to have the RTC begin reviewing your Route Data, click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period and Select a Status of **District Route – In Process at District** and click the **Search** button.

Test Web Server eDS

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage **Status** Non Funding Data

Student Transportation Allocation Reporting System

Status

School Year: 2011-2012

School District: Aberdeen School District

Reporting Period: Fall

Status: (Select a Status)

To review the status: District Route - In Process at District

Action	School	Status	Last Updated	Updated By
View	Aberdeen	District Route - Ready for RTC Review		
Edit	Aberdeen	District Route - Under Review by RTC	May 25, 2011	Georgia Kahler
Edit	Aberdeen	District Route - Ready for OSPS Review	May 25, 2011	Georgia Kahler
Edit	Aberdeen	District Route - Under Review by OSPS	May 24, 2011	System Updated
Edit	Aberdeen	District Route - Accepted by OSPS	May 24, 2011	System Updated
Edit	Aberdeen	Student / Car Mileage - In Process at District	May 24, 2011	System Updated
Edit	Aberdeen	Student / Car Mileage - Ready for RTC Review	May 24, 2011	System Updated
Edit	Aberdeen	Student / Car Mileage - Under Review by RTC	May 24, 2011	System Updated
Edit	Aberdeen	Student / Car Mileage - Accepted by RTC		

- b) Click on the **Edit** button.

Test Web Server

eds Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout >

Student Transportation Allocation Reporting System

Aberdeen School District

Print Friendly

Status

School Year: 2011-2012

School District: Aberdeen School District

Reporting Period: Fall

Status: District Route - In Process at District

Search

To review the status history click 'View' or to update the status click 'Edit'.

Action	School District	Period	Type	Status	Last Updated	Updated By
Edit	Aberdeen	Fall	District Route	In Process at District	May 25, 2011	Georgia Kahler

- c) To update the status, select **Ready for RTC Review** from the status dropdown and click the **Update** button. After the status is updated, a new row will display with this updated information. Click the **Return** button to navigate back to the previous page.

Note: You will not have edit capability to the route data when it is in a status of **Under Review by RTC, Under Review by OSPI**, or historic data already **Approved by OSPI**. You can change the status back to **In Process at District** only when the status is **Ready for RTC Review**.

Test Web Server

eds Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Logout >

Student Transportation Allocation Reporting System

Aberdeen School District

Print Friendly

Update Status Fall 2011-2012

Aberdeen

District Route

To update the status, select the status and then click 'Update'.

Status: (Select a Status)

Comment: (Select a Status)

Ready for RTC Review

Update

Status	Comment	Last Updated	Updated By
Accepted by OSPI	Accepted by OSPI	May 25, 2011	Mary Pehn
Ready for OSPI Review	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance test	May 25, 2011	Kimberly Hayward
In Process at District	In Process at District	May 24, 2011	System Updated

[Return](#)

5. District Data | Status - District Route (RTC Users)

- a) When you are ready to review the Route Data, you will update the status to ***Under Review by RTC***. This will lock the data so the school district user cannot make changes. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of ***District Route – Ready for RTC Review*** and click the **Search** button.

Note: If you do not select a School District then the list will display all School Districts with the selected status.

- b) Click the **Edit** button, and the Update Status page displays. Select ***Under Review by RTC*** and click the **Update** button. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change.

Status	Comment	Last Updated	Updated By
Under Review by RTC		May 31, 2011	STARSDistrict
Ready for RTC Review		May 31, 2011	STARSDistrict
Accepted by OSPI	Accepted by OSPI	May 25, 2011	Mary Patten
Ready for OSPI Review	Performance Test	May 25, 2011	George Kahler
Under Review by RTC	Performance Test	May 25, 2011	George Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance test	May 25, 2011	Kimberly Hayward
In Process at District	In Process at District	May 24, 2011	System Updated

- c) After you have reviewed the Route Data and verified it is accurate, you are ready to update the status. Click the **Update Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **District Route – Under Review by RTC** and click the **Search** button. Click the **Edit** button and the **Update Status** page will be displayed.

Action	School District	Period	Type	Status	Last Updated	Updated By
Edit	Aberdeen	Fall	District Route	Under Review by RTC	May 31, 2011	STAR3850

- d) To update the status, select **Ready for OSPI Review** in the status dropdown and click the Update button. After the status is updated, a new row will display with this updated information. Click the **Return** button to navigate back to the previous page.

Note: You can send the Route Data back to the district if changes are needed. To do so, select **In Process at District** in the status dropdown.

Status	Comment	Last Updated	Updated By
Under Review by RTC		May 31, 2011	STAR3850
Ready for OSPI Review		May 31, 2011	STAR3850
Under Review by RTC		May 31, 2011	STAR3850
Ready for RTC Review		May 31, 2011	STAR3850
Accepted by OSPI	Accepted by OSPI	May 25, 2011	Mary Perrin
Ready for OSPI Review	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance test	May 25, 2011	Kimberly Hayward
In Process at District	In Process at District	May 24, 2011	System updated

6. District Data | Status - District Route (OSPI Users)

- a) When you are ready to review the Route Data, you will update the status to **Under Review by OSPI**. This will lock the data so the school district and RTC users cannot make changes. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **District Route – Ready for OSPI Review** and click the **Search** button. Click the **Edit** button and the Update Status page will be displayed.

Note: If you do not select a School District then the list will display all School Districts with the selected status.

Action	School District	Period	Type	Status	Last Updated	Updated By
Edit	Aberdeen	Fall	District Route	Ready for OSPI Review	May 31, 2011	STARSDS

- b) To update the status, select **Under Review by OSPI** in the status dropdown and click the Update button. After the status is updated, a new row will display with this updated information. Click the **Return** button to navigate back to the previous page.

Note: You can send the extension back to the School District or RTC if changes are needed. To do so, select one of the other options in the status dropdown; **In Process at District**, **Ready for RTC Review**, or **Under Review by RTC**.

Status	Last Updated	Updated By
Ready for OSPI Review	May 31, 2011	STARSDS
Under Review by RTC	May 31, 2011	STARSDS
Ready for OSPI Review	May 31, 2011	STARSDS
Under Review by RTC	May 31, 2011	STARSDS
Ready for RTC Review	May 31, 2011	STARSDistrict
Accepted by OSPI	May 25, 2011	Mary Penn
Ready for OSPI Review	May 25, 2011	Georgia Kallier
Under Review by RTC	May 25, 2011	Georgia Kallier
In Process at District	May 25, 2011	Kimberly Hayward
Ready for RTC Review	May 25, 2011	Kimberly Hayward
In Process at District	May 24, 2011	System Updated

7. District Data | Manage Routes (SD Users)

- a) Select the **Manage Routes** tab under the District Data tab to delete one or more routes from your working set of routes. Sort routes by District Route, State Route, District Bus, State Bus, or Type by clicking on the column name in the grid within the window.

Test Web Server eDS Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data **Manage Routes** Non-High Report Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System Aberdeen School District

Manage Routes

School Year: 2013-2014

School District: Aberdeen School District

Reporting Period: [Select a Period]

Route Action: Delete Working Set Routes

Search

Delete Selected Routes

Select All	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/>	Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	149SE	23	149	21359	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147E	22	147	19912	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147S	21	147	19912	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154E	20	154	207661	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154S	19	154	207661	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	153H	18	153	207660	H	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120E	17	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120S	16	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119E	15	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119S	14	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117E	13	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117S	12	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	116E	11	116	204316	A	May 06, 2014	Rodney McKnight

Delete Selected Routes

- b) To delete one or more routes from the working set, click on the **checkbox** next to the route and choose the **Delete Selected Routes** button.

Test Web Server eDS Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data **Manage Routes** Non-High Report Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System Aberdeen School District

Manage Routes

School Year: 2013-2014

School District: Aberdeen School District

Reporting Period: [Select a Period]

Route Action: Delete Working Set Routes

Search

Delete Selected Routes

Select All	School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/>	Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	149SE	23	149	21359	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147E	22	147	19912	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	147S	21	147	19912	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154E	20	154	207661	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	154S	19	154	207661	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	153H	18	153	207660	H	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120E	17	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	120S	16	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119E	15	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	119S	14	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117E	13	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	117S	12	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/>	Aberdeen	WS	116E	11	116	204316	A	May 06, 2014	Rodney McKnight

Delete Selected Routes

- c) Once the Delete Selected Routes button is selected, you will be prompted to confirm deletion of the selected route(s) with the **Confirm Delete** window. From the Confirm Delete window, click **OK** to verify you want to delete the selected route(s) from the working set. Once the **OK** button is selected, the selected route(s) from the working set will be deleted.

Note: Once you confirm deletion of a route or multiple routes from the working set these routes cannot be restored to the working set unless they are uploaded again into the STARS system.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Manage Routes' tab is active. A 'Confirm Delete' dialog box is open, asking for confirmation to delete the selected routes. The dialog box contains the text: 'This will delete all the 1 working set routes you have selected. Are you sure you want to delete these routes?' with 'OK' and 'Close' buttons.

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Updated By
✓ Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rod
Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rod
Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rod

8. District Data | Manage Routes (RTC & OSPI Users)

- a) The **Manage Routes** tab allows both the RTC and OSPI user to delete working set routes for districts and also copy routes from a previously approved reporting period into the working set of routes for a school district.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Manage Routes' tab is active. The form includes the following fields:

- School Year: 2013-2014
- Region: [Select a Region]
- School District: Aberdeen School District
- Reporting Period: [Select a Period]
- Route Action: [Select a Route Action]

The 'Route Action' dropdown menu is open, showing the following options:

- [Select a Route Action]
- Delete Working Set Routes
- Copy Accepted Route to Working Set

- b) To delete one or more working set routes for a district, first select the **school district** under the School District drop-down menu, then select **Delete Working Set Routes** under the Route Action drop-down menu and click on the Search button.

Student Transportation Allocation Reporting System

Manage Routes

School Year: 2013-2014

Region: [Select a Region]

School District: Aberdeen School District

Reporting Period: [Select a Period]

Route Action: Delete Working Set Routes

Search

- c) To find one or more routes that need to be deleted you can sort routes by District Route, State Route, District Bus, State Bus, or Type by clicking on the column name in the grid within the window. To delete one or more routes from the working set, click on the **checkbox** next to the route and choose the **Delete Selected Routes** button.

Student Transportation Allocation Reporting System

Manage Routes

School Year: 2013-2014

School District: Aberdeen School District

Reporting Period: [Select a Period]

Route Action: Delete Working Set Routes

Search

☐ Select All

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
<input checked="" type="checkbox"/> Aberdeen	WS	1535	26	153	207660	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	1515	24	151	205214	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	1495E	23	149	21359	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	147E	22	147	19912	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	147S	21	147	19912	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	154E	20	154	207661	E	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	154S	19	154	207661	S	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	153H	18	153	207660	H	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	120E	17	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	120S	16	120	206239	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	119E	15	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	119S	14	119	206237	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	117E	13	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	117S	12	117	205324	A	May 06, 2014	Rodney McKnight
<input type="checkbox"/> Aberdeen	WS	116E	11	116	204716	A	May 06, 2014	Rodney McKnight

Delete Selected Routes

- d) Once the Delete Selected Routes button is selected, you will be prompted to confirm deletion of the selected route(s) with the **Confirm Delete** window. From the Confirm Delete window, click **OK** to verify you want to delete the selected route(s) from the working set. Once the **OK** button is selected, the selected route(s) from the working set will be deleted.

Note: Once you confirm deletion of a route or multiple routes from the working set these routes cannot be restored to the working set unless they are uploaded again into the STARS system by you or the district.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. A 'Confirm Delete' dialog box is open, asking 'This will delete all the 1 working set routes you have selected. Are you sure you want to delete these routes?'. The dialog has 'OK' and 'Close' buttons. In the background, the 'Manage Routes' section is visible with filters for School Year (2013-2014), School District (Aberdeen School District), Reporting Period ([Select a Period]), and Route Action (Delete Working Set Routes). A table below shows a list of routes with columns: School District, Period, District Route, State Route, District Bus, State Bus, Type, Last Updated, and Update By.

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
Aberdeen	WS	153S	26	153	207660	S	May 06, 2014	Rod
Aberdeen	WS	151E	25	151	205214	E	May 06, 2014	Rod
Aberdeen	WS	151S	24	151	205214	S	May 06, 2014	Rod

- e) To copy one or more approved routes into the current working set for a school district, first select the **school district** from the School District drop-down menu and select **Copy Accepted Route to Working Set** from the Route Action Drop-down menu and select the Search button.

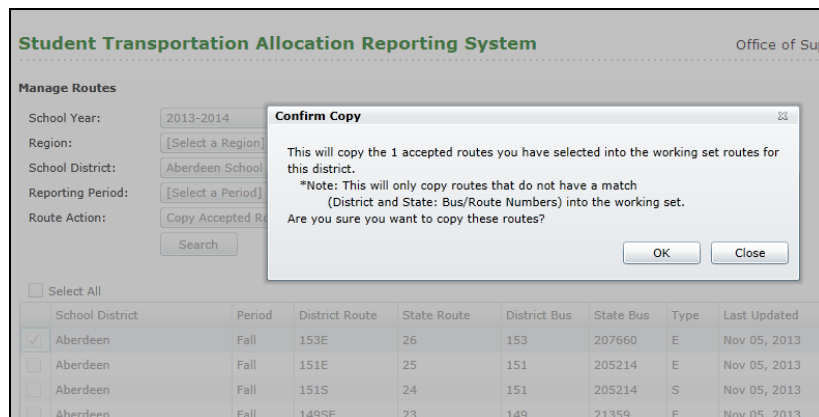
The screenshot shows the 'Student Transportation Allocation Reporting System' interface. The 'Manage Routes' section is active. The filters are: School Year (2013-2014), Region ([Select a Region]), School District (Aberdeen School District), Reporting Period ([Select a Period]), and Route Action (Copy Accepted Route to Working Set). A 'Search' button is at the bottom.

- f) Once the search completes, all approved routes from the currently selected school year will be displayed in the grid on the page.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. A grid of approved routes is displayed. The grid has columns: School District, Period, District Route, State Route, District Bus, State Bus, Type, Last Updated, and Update By. A 'Copy to Working Set' button is at the top right of the grid.

School District	Period	District Route	State Route	District Bus	State Bus	Type	Last Updated	Update By
Aberdeen	Fall	153E	26	153	207660	E	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	151E	25	151	205214	E	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	151S	24	151	205214	S	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	149SE	23	149	21359	E	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	147E	22	147	19912	E	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	147S	21	147	19912	S	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	154E	20	154	207661	E	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	154S	19	154	207661	S	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	153H	18	153	207660	H	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	120E	17	120	206239	A	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	120S	16	120	206239	A	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	119E	15	119	206237	A	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	119S	14	119	206237	A	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	117E	13	117	205324	A	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	117S	12	117	205324	A	Nov 05, 2013	Cathy Walker
Aberdeen	Fall	116E	11	116	204316	A	Nov 05, 2013	Cathy Walker

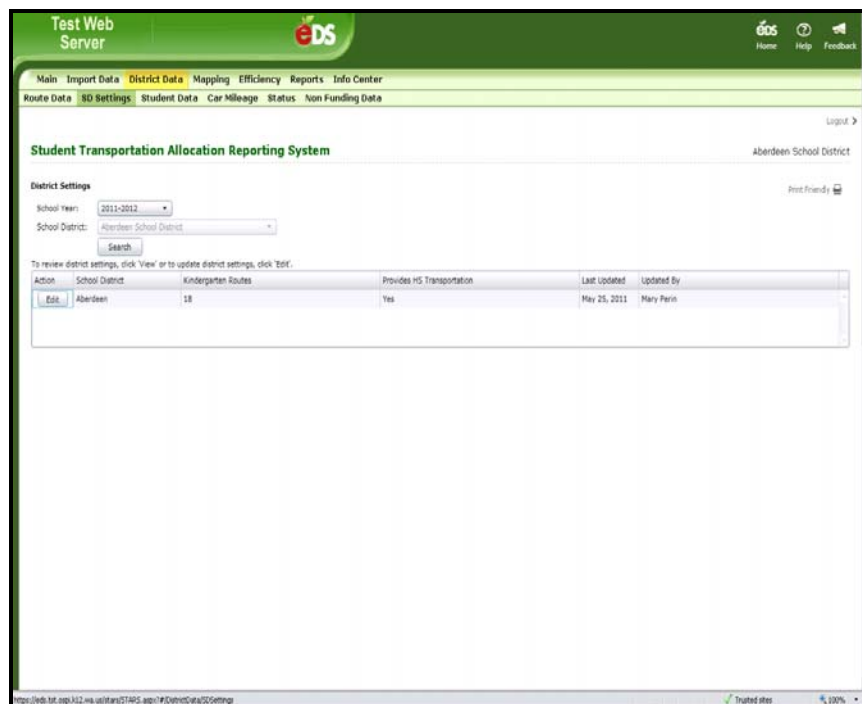
- g) Search for the routes that need to be copied into the Working Set by sorting the list of approved routes by clicking on the Period, District Routes, State Routes, District Bus, State Bus, or Type column headings to sort the routes by these fields. To select the routes that need to be copied into the current working set for a district, click on the checkbox next to the route and choose the **Copy to Working Set** button. Once the Copy to Working Set button is selected, a **Confirm Copy** window will display, asking you to confirm the copying of the selected routes into the Working Set, click **OK** to complete the copying of the selected route(s) into the current working set.



Note: This action will only copy routes that do not have a match (District and State: Bus/Route Numbers) into the working set.

9. District Data | SD Settings

- a) Click the **SD Settings** tab in the secondary navigation bar. This page will allow you to manage your school district settings. District settings are annual data and are therefore only editable during the Fall reporting period. Click the **Edit** button to navigate to the **Update District Settings** page.



- b) You are required to enter a numeric value for the Number of Kindergarten Routes in your school district. Then click the **Save** button to save the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate back to the previous page. If you click the **Return** button without first clicking the **Save** or **Save and Return** button, the data will not be saved and the previous page will be displayed.

The screenshot shows the 'Test Web Server' interface for the 'Student Transportation Allocation Reporting System'. The user is logged in as 'Aberdeen School District'. The 'District Settings' section is active, showing 'Number of Kindergarten Routes' set to 18. The 'Update District Settings' section has buttons for 'Save', 'Save & Return', and 'Return'. A 'Print Friendly' link is also visible.

- c) If your school district is one without a high school, then this is the **Update District Settings** page that will be displayed. You are required to enter a numeric value for the Number of Kindergarten Routes in your school district and click either the **Yes** or **No** radio button depending on if your school district provides high school transportation. Then click the **Save** button to save the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate back to the previous page. If you click the **Return** button without first clicking the **Save** or **Save and Return** button, the data will not be saved and the previous page will be displayed.

The screenshot shows the 'Test Web Server' interface for the 'Student Transportation Allocation Reporting System'. The user is logged in as 'Office of Superintendent of Public Instruction'. The 'District Settings' section is active, showing 'Number of Kindergarten Routes' set to 0. Below this, there is a radio button selection for 'School district provides high school transportation' with 'Yes' and 'No' options. The 'Update District Settings' section has buttons for 'Save', 'Save & Return', and 'Return'. A 'Print Friendly' link is also visible.

10. District Data | Student Data

- a) Click the **Student Data** tab in the secondary navigation bar. This page allows you to manage the student data. Student data consists of headcount for various student categories such as Basic Education, Special Education, etc. This data is reported by school districts each Reporting Period. Select a Reporting Period and click the **Search** button. If the **Status** is **In Process at District**, an **Edit** button will appear, else a **View** button will appear. Click on the button to navigate to the **Student Data** page.

The screenshot shows the 'Student Data' page in the eDS system. The page title is 'Student Transportation Allocation Reporting System' for the 'Aberdeen School District'. The 'Student Data' section includes dropdowns for 'School Year' (2011-2012), 'School District' (Aberdeen School District), and 'Reporting Period' (Fall 2011). A 'Search' button is present. Below the search fields, a table displays student data for the 'Fall' period. The table has columns for 'Action', 'School District', 'Period', 'Basic Count', 'Special Count', 'Last Updated', and 'Updated By'. The data row shows 'Aberdeen' with a 'Basic Count' of 210 and a 'Special Count' of 36, last updated on 'May 25, 2011' by 'Kimberly Hayward'. An 'Edit' button is visible next to the 'Action' column.

Action	School District	Period	Basic Count	Special Count	Last Updated	Updated By
Edit	Aberdeen	Fall	210	36	May 25, 2011	Kimberly Hayward

- b) In the **Edit** mode, the **Update Student Data** page requires you to enter a zero or a numeric value for Basic Student counts and Special Student counts. The **Total** will be calculated and is not an enterable field. Entering text in the **Comment** box is optional. Click the **Save** button to save the data and remain on this page. Click the **Save and Return** button to save the data and return to the previous page. If you click the **Return** button without clicking the **Save** or **Save and Return** button first, the data will not be saved and you will navigate to the previous page.

The screenshot shows the 'Update Student Data' page in the eDS system for the 'Fall 2011-2012' period. The page is titled 'Update Student Data - Fall 2011-2012' for the 'Aberdeen' school district. It features two main sections: 'Basic Program Students' and 'Special Program Students'. Each section has input fields for various student counts, with a 'Total' field calculated automatically. The 'Basic Program Students' section includes 'On School Buses' (200), 'minus Bused - In Walk Area' (9), 'plus On Transit Buses' (10), and a 'Total' of 219. The 'Special Program Students' section includes 'Special Education' (17), 'Early Education' (3), 'Bilingual' (1), 'Gifted' (4), 'Homeless' (11), and a 'Total' of 36. A 'Comment' box is available for optional text entry. At the bottom, there are three buttons: 'Save', 'Save & Return', and 'Return'.

Category	Item	Value
Basic Program Students	On School Buses	200
	minus Bused - In Walk Area	9
	plus On Transit Buses	10
	Total	219
Special Program Students	Special Education	17
	Early Education	3
	Bilingual	1
	Gifted	4
	Homeless	11
	Total	36

11. District Data | Car Mileage

- a) Click the **Car Mileage** tab in the secondary navigation bar. This page allows you to manage the School District Car Mileage. District Car Mileage data is the total mileage for all district cars used in home to school transportation and is the estimated average for the year and must be entered each Reporting Period. Select a Reporting Period and click the **Search** button. If the **Status** is **In Process at District**, an **Edit** button will appear, else a **View** button will appear. Click on the button to navigate to the **District Car Mileage** page.

The screenshot shows the 'Test Web Server' interface for the 'eDS' system. The top navigation bar includes 'Main', 'Import Data', 'District Data', 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. The secondary navigation bar has 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data'. The 'Car Mileage' tab is selected. The page title is 'Student Transportation Allocation Reporting System' for 'Aberdeen School District'. Below the title, there are dropdown menus for 'School Year' (2011-2012), 'School District' (Aberdeen School District), and 'Reporting Period' (Select a Period). A 'Search' button is present. Below the search fields, a table displays the current data:

Action	School District	Period	Mileage	Last Updated	Updated By
Edit	Aberdeen	Fall	55	May 25, 2011	Kimberly Hayward

- b) In the **Edit** mode, the **Update District Car Mileage** page requires you to enter a **zero or a numeric value** for the District Car Mileage. Entering text in the Comment box is optional. Click the **Save** button to save the data and remain on this page. Click the **Save and Return** button to save the data and return to the previous page. If you click the **Return** button without clicking the **Save** or **Save and Return** button first, the data will not be saved and you will navigate to the previous page.

The screenshot shows the 'Update District Car Mileage - Fall 2011-2012' page. The page title is 'Update District Car Mileage - Fall 2011-2012'. Below the title, there is a 'District Car Mileage' input field with the value '55'. There is a 'Comment' section with a text area and a 'Performance Test' dropdown menu. At the bottom, there are three buttons: 'Save', 'Save & Return', and 'Return'.

12. District Data | Status - Student/Car Mileage (SD Users)

- a) When you are ready to have the RTC begin reviewing your Route Data, click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period and Select a Status of **Student/Car Mileage – In Process at District** and click the **Search** button. Click the **Edit** button.

Test Web Server

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System

Aberdeen School District

Status

School Year: 2011-2012

School District: Aberdeen School District

Reporting Period: Fall

Status: Student / Car Mileage - In Process at District

Search

To review the status history click 'View' or to update the status click 'Edit'.

Action	School District	Period	Type	Status	Last updated	Updated By
Edit	Aberdeen	Fall	Student / Car Mileage	In Process at District	Jun 01, 2011	STARS

- b) The Update Status page displays. Select **Ready for RTC Review** in the Status dropdown list and click the **Update** button. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change. Click the **Return** button to navigate back to the previous page.

Test Web Server

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System

Aberdeen School District

Update Status Fall 2011-2012

Aberdeen

Student / Car Mileage

To update the status, select the status and then click 'Update'.

Status: (Select a Status)

Comment: (Select a Status)

Ready for RTC Review

Update

Status	Comment	Last updated	Updated By
In Process at District		Jun 02, 2011	STARSD
Under Review by RTC		Jun 02, 2011	STARSD
Ready for RTC Review		Jun 02, 2011	STARSDistrict
Accepted by RTC	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Kimberly Hayward
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance Test	May 25, 2011	Kimberly Hayward
In Process at District	Year Rollover Default Value	May 24, 2011	System updated

Return

13. District Data | Status - Student/Car Mileage (RTC Users)

- a) When you are ready to review the Student/Car Mileage Data, you will update the status to **Under Review by RTC**. This will lock the data so the school district user cannot make changes. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **Student/Car Mileage – Ready for RTC Review** and click the **Search** button.

Note: If you do not select a School District then the list will display all School Districts with the selected status.

Test Web Server

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System

Educational Service District 113

Status

School Year: 2011-2012

Region: [Select a Region]

School District: Aberdeen School District

Reporting Period: Fall

Status: Student / Car Mileage - Under Review by RTC

Search

To review the status history click 'View' or to update the status click 'Edit'.

Action	School District	Period	Type	Status	Last Updated	Updated By
Edit	Aberdeen	Fall	Student / Car Mileage	Under Review by RTC	Jun 02, 2011	STARGESD

- b) Click the **Edit** button, and the Update Status page displays. Select **Under Review by RTC** and click the **Update** button. The screen displays a separate row to show each prior status, the date the status was changed, and the name of the user who made the change.

Test Web Server

Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System

Aberdeen School District

Update Status Fall 2011-2012

Aberdeen

Student / Car Mileage

To update the status, select the status and then click 'Update'.

Status: [Select a Status]

Comment: [Select a Status]

Ready for RTC Review

Update

Status	Comment	Last Updated	Updated By
In Process at District		Jun 02, 2011	STARGESD
Under Review by RTC		Jun 02, 2011	STARGESD
Ready for RTC Review		Jun 02, 2011	STARGESD
Accepted by RTC	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District		May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance Test	May 25, 2011	Kimberly Hayward
In Process at District	Year Rollover Default Value	May 24, 2011	System updated

[Return](#)

- c) After you have reviewed the Student/Car Mileage and verified it is accurate, you are ready to update the status. Click the **Status** tab in the secondary navigation bar. Then select the current Reporting Period, School District and Select a Status of **Student/Car Mileage – Under Review by RTC** and click the **Search** button. Click the **Edit** button and the **Update Status** page will be displayed.

Test Web Server eDS Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage **Status** Non Funding Data

Student Transportation Allocation Reporting System Educational Service District 113

Status

School Year: 2011-2012
 Region: [Select a Region]
 School District: Aberdeen School District
 Reporting Period: Fall
 Status: Student / Car Mileage - Under Review by RTC

To review the status history click 'View' or to update the status click 'Edit'.

Action	School District	Period	Type	Status	Last Updated	Updated By
Edit	Aberdeen	Fall	Student / Car Mileage	Under Review by RTC	Jun 02, 2011	STARSDSO

- d) To update the status, select **Accepted by RTC** in the status dropdown and click the **Update** button. After the status is updated, a new row will display with this updated information. Click the **Return** button to navigate back to the previous page.

Note: You can send the Student/Car Mileage Data back to the district if changes are needed. To do so, select **In Process at District** in the status dropdown and click the **Update** button.

Test Web Server eDS Home Help Feedback

Main Import Data **District Data** Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage **Status** Non Funding Data

Student Transportation Allocation Reporting System Educational Service District 113

Update Status Fall 2011-2012

Aberdeen

Student / Car Mileage

To update the status, select the status and then click 'Update'.

Status: [Select a Status]
 Comment: [Select a Status]
 Under Review by RTC
 Accepted by RTC

Status	Comment	Last Updated	Updated By
In Process at District		Jun 02, 2011	STARSDSO
Under Review by RTC		Jun 02, 2011	STARSDSO
Ready for RTC Review		Jun 02, 2011	STARSDistrict
In Process at District		Jun 02, 2011	STARSDSO
Under Review by RTC		Jun 02, 2011	STARSDSO
Ready for RTC Review		Jun 02, 2011	STARSDistrict
Accepted by RTC	Performance Test	May 25, 2011	Georgia Kahler
Under Review by RTC	Performance Test	May 25, 2011	Georgia Kahler
In Process at District	Performance Test	May 25, 2011	Kimberly Hayward
Ready for RTC Review	Performance Test	May 25, 2011	Kimberly Hayward
In Process at District	Year Rollover Default Value	May 24, 2011	System Updated

[Return](#)

14. District Data | Non-Funding Data (Homeless Transportation)

- a) This page allows you to manage non-funding data for Homeless Transportation. Non-funding data is for informational purposes only and is not used to compute the allocation. Non-funding data is annual summary data from the prior school year and is due in the Fall report period. Click the **Non-Funding Data** tab in the secondary navigation bar. Then select the category **Homeless Transportation** and click the **Search** button.

Note: If you do not select a category, then all three Non-Funding categories will be displayed on this page.

The screenshot shows the 'Non-Funding Data' page in the Student Transportation Allocation Reporting System. The page has a green header with 'Test Web Server' and 'eDS' logos. A navigation bar includes 'Main', 'Import Data', 'District Data' (highlighted), 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this is a secondary navigation bar with 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non-Funding Data' (highlighted). The main content area is titled 'Student Transportation Allocation Reporting System' and 'Aberdeen School District'. It features a 'Non-Funding Data' section with dropdown menus for 'School Year' (2011-2012), 'School District' (Aberdeen School District), and 'Category' (Homeless Transportation). A 'Search' button is present. Below this is a table with columns: Action, School District, Category, Last Updated, and Updated By. The table contains one row: 'Edit', 'Aberdeen', 'Homeless Transportation', 'May 25, 2011', and 'Kimberly Hayward'. A 'Print Friendly' button is in the top right.

- b) Click the **Edit** button, and the **Update Homeless Transportation** page displays. It is required that you enter a numeric value for Homeless Student count, mileage and the cost. Click the **Save** button to update the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate to the previous page. If you click the **Return** button **without clicking** the **Save** or **Save and Return** button, **then the data will not be saved and you will navigate to the previous page.**

The screenshot shows the 'Update Homeless Transportation' page. It has the same header and navigation as the previous page. The main content area is titled 'Update Homeless Transportation' and 'Aberdeen School District'. It features a 'Homeless Transportation' section with input fields for 'Students' (11), 'Mileage' (211), and 'Cost: \$' (611.00). Below these is a 'Comments' section with a text area containing 'Year Rollover Default Value' and 'Performance test'. At the bottom are three buttons: 'Save', 'Save & Return', and 'Return'. A 'Print Friendly' button is in the top right.

15. District Data | Non-Funding Data (School Transportation Fuel)

- a) This page allows you to manage non-funding data for School Transportation Fuel. Non-funding data is for informational purposes only and is not used to compute the allocation. Non-funding data is annual summary data from the prior school year and is **due in the Fall report period**. Click the **Non-Funding Data** tab in the secondary navigation bar. Then select the category **School Transportation Fuel** and click the **Search** button.

Note: If you do not select a category, then all three Non-Funding categories will be displayed on this page.

The screenshot shows the 'Non-Funding Data' page for the 'Aberdeen School District'. The page has a green header with 'Test Web Server' and 'eDS' logos. A navigation bar includes 'Main', 'Import Data', 'District Data' (highlighted), 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this is a secondary navigation bar with 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data' (highlighted). The main content area is titled 'Student Transportation Allocation Reporting System' and 'Aberdeen School District'. It features a 'Non-Funding Data' section with dropdown menus for 'School Year' (2011-2012), 'School District' (Aberdeen School District), and 'Category' (School Transportation Fuel). A 'Search' button is present. Below this is a table with columns: Action, School District, Category, Last updated, and Updated By. The table contains one row for 'Aberdeen' with 'School Transportation Fuel' category, last updated 'May 25, 2011' by 'Kimberly Heyward'. A 'Print Friendly' button is in the top right.

- c) Click the **Edit** button, and the **Update School Transportation Fuel** page displays. It is required that you enter a numeric value for Diesel Gallons Purchased and Total Cost, Gasoline Gallons Purchased and Total Cost, and any Other type of Gallons Purchased, Total Cost and Description. Zero may be entered. Comment text is optional. Click the **Save** button to update the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate to the previous page. If you click the **Return** button **without clicking** the **Save** or **Save and Return** button, **then the data will not be saved and you will navigate to the previous page.**

The screenshot shows the 'Update School Transportation Fuel' page for the 'Aberdeen School District'. The page has a green header with 'Test Web Server' and 'eDS' logos. A navigation bar includes 'Main', 'Import Data', 'District Data' (highlighted), 'Mapping', 'Efficiency', 'Reports', and 'Info Center'. Below this is a secondary navigation bar with 'Route Data', 'SD Settings', 'Student Data', 'Car Mileage', 'Status', and 'Non Funding Data' (highlighted). The main content area is titled 'Student Transportation Allocation Reporting System' and 'Aberdeen School District'. It features a 'Update School Transportation Fuel' section with three categories: Diesel, Gasoline, and Other. Each category has input fields for 'Gallons Purchased' and 'Total Cost: \$'. The Diesel category has values of 1,200 and 4,380.00. The Gasoline category has values of 515 and 2,100.00. The Other category has a description of 'Bio-Diesel', 25 gallons purchased, and a total cost of 125.00. There is a 'Comment' section with a text area containing 'Year Rollover Default Value Performance Test'. At the bottom are buttons for 'Save', 'Save & Return', and 'Return'. A 'Print Friendly' button is in the top right.

16. District Data | Non-Funding Data (School Bus Mileage)

- a) This page allows you to manage non-funding data for School Bus Mileage. Non-funding data is for informational purposes only and is not used to compute the allocation. Non-funding data is annual summary data from the prior school year and is due in the Fall report period. Click the **Non-Funding Data** tab in the secondary navigation bar. Then select the category **School Bus Mileage** and click the **Search** button.

Note: If you do not select a category, then all three Non-Funding categories will be displayed on this page.

Test Web Server eDS Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System Aberdeen School District

Non-Funding Data

School Year: 2011-2012 School District: Aberdeen School District Category: School Bus Mileage Search

To review Non-Funding data, click 'View' or to update Non-Funding data, click 'Edit'.

Action	School District	Category	Last Updated	Updated By
Edit	Aberdeen	School Bus Mileage	May 25, 2011	Kimberly Hayward

- d) Click the **Edit** button, and the **Update School Bus Mileage** page displays. It is required that you enter a numeric value for School Bus Mileage counts of To/From school, Field Trip, Extracurricular, Inter-government, and Other. The Total will be calculated for you. Zero may be entered. The Comment text is optional. Click the **Save** button to update the data and remain on this page. Or, click the **Save and Return** button to save the data and navigate to the previous page. If you click the **Return** button *without clicking* the **Save** or **Save and Return** button, then the data will not be saved and you will navigate to the previous page.

Test Web Server eDS Home Help Feedback

Main Import Data District Data Mapping Efficiency Reports Info Center

Route Data SD Settings Student Data Car Mileage Status Non Funding Data

Student Transportation Allocation Reporting System Aberdeen School District

Update School Bus Mileage

Aberdeen

School Bus Mileage

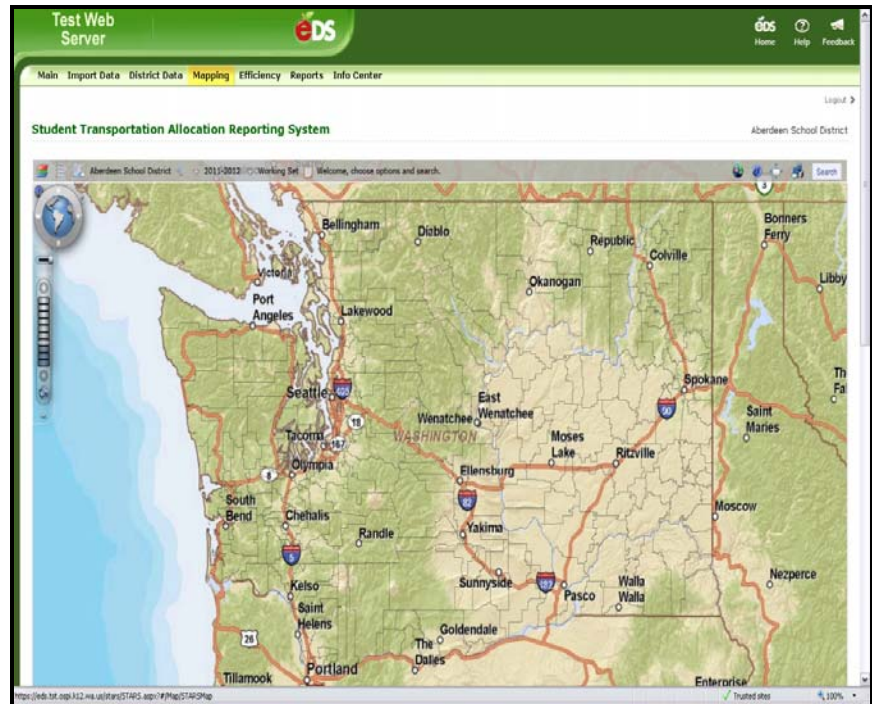
To / From	312
Field Trips	53
Extracurriculars	5
Inter-government	0
Others	0
Total	372

Comments:
Year Rollover Default Value Performance Test

[Save](#) [Save & Return](#) [Return](#)

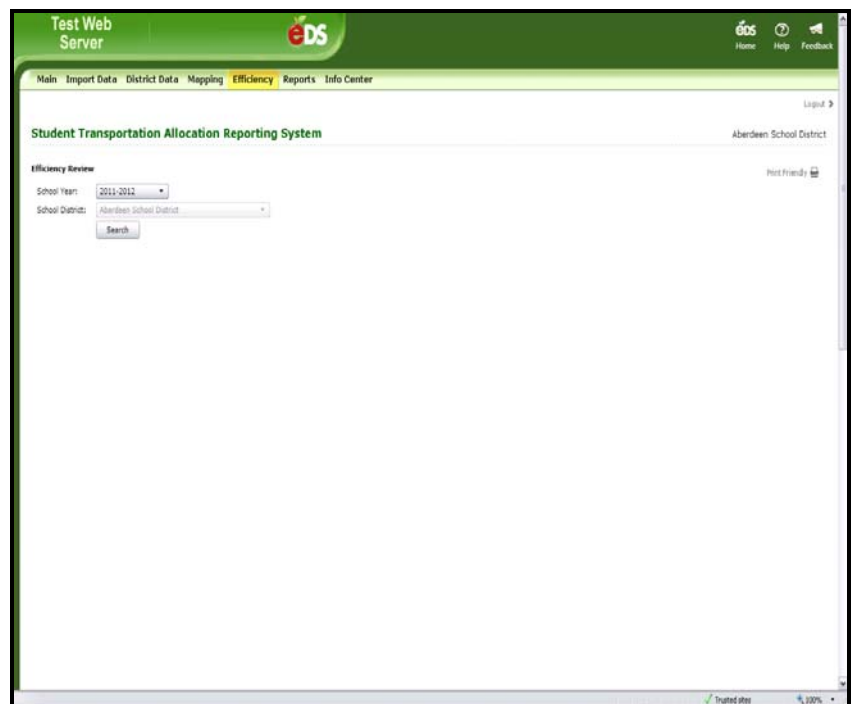
17. Mapping

- a) Refer to the **Stars GIS Training Manual** for detailed instructions regarding Map functionality within STARS.



18. Efficiency

- a) The Efficiency Rating is based on prior year data, not current year. Click the **Search** button to navigate to the **Efficiency Review** list page.



- b) This page allows you to view the transportation efficiency rating for your school district. Click the **View** button.

Test Web Server eDS Home Help Feedback

Main Import Data District Data Mapping **Efficiency** Reports Info Center

Student Transportation Allocation Reporting System Aberdeen School District

Efficiency Review

School Year: 2011-2012

School District: Aberdeen School District

Search

To review efficiency rating details, click 'View'.

Action	School District	Cohorts	Prior Year Expenditures	Target District Expenditures	Efficiency %	Last updated
View	Aberdeen	0	\$991,099.38	\$0.00	0.00 %	May 26, 2011

Trusted sites 100%

- c) Districts with an efficiency rating below 90% will be subject to Regional Transportation Coordinator review. You will be provided with an opportunity to respond to the Regional Transportation Coordinator review comments. There are four constraint types to choose from for comment. Documents can also be attached.

Test Web Server eDS Home Help Feedback

Main Import Data District Data Mapping **Efficiency** Reports Info Center

Student Transportation Allocation Reporting System Aberdeen School District

Efficiency Review - 2011-2012

Return

Cohort	District	Weight	Prior Year Expenditures	Buses	Basic Riders	Special Riders	Avg. Dist	# of Dest	# of K-12	Land Area	Road Miles	N-H	Yes	No
	Aberdeen	0	\$991,099.38	15	0	0	2.37	8	0	67.2	263	0	0	0

Target Expenditures (Target x LCF) \$0.00

Percent Efficiency 0.00 %

Choose the Constraint that you would like to add a comment or file too.

Constraint Type: [Select a Constraint]

Geographic Constraint

RTC Comments

RTC Attachments

Self-imposed Conditions

Return

Trusted sites 100%

19. Reports (SD Users)

** Refer to page 47 for additional details on each report available within the Reports tab in STARS.*

- a) This page allows you to generate reports for the data and information provided to the STARS system. You can only select one report at a time to view and/or export report data.

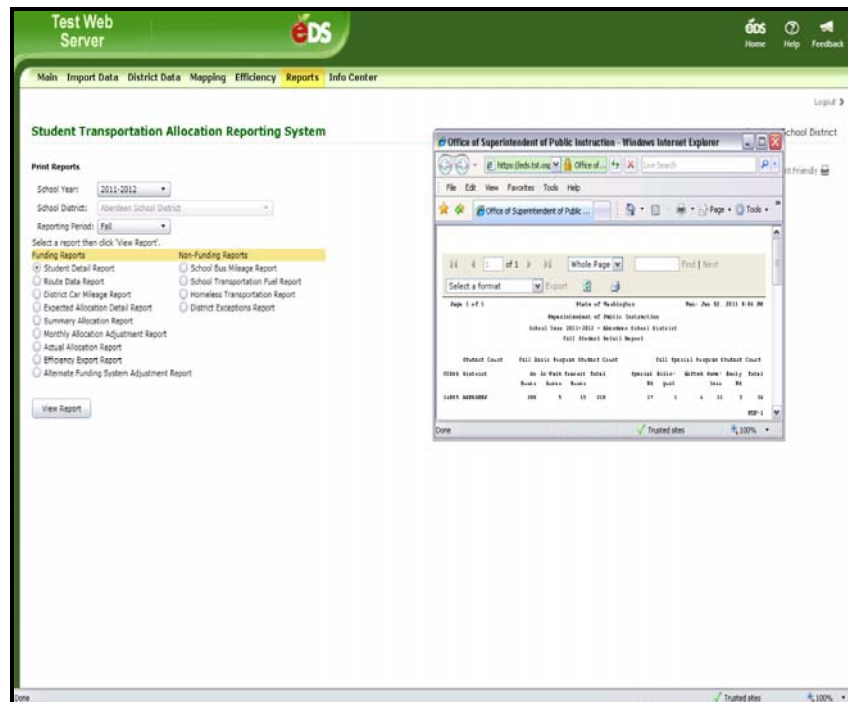
All reports except for the Working Set Route Detail Report, Working Set Route Summary Report, Operations Allocation Detail Report, School Bus Mileage Report, School Transportation Fuel Report, Homeless Transportation Report, and the District Exceptions Report require you **to first select the Reporting Period** prior to selecting the **View Report** button to generate and view the report.

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. At the top is a navigation bar with tabs: Main, Import Data, District Data, Mapping, Efficiency, Reports (highlighted), and Info Center. Below the navigation bar is the title 'Student Transportation Allocation Reporting System'. Underneath is a section titled 'Print Reports' with three dropdown menus: 'School Year' (set to 2013-2014), 'School District' (set to Aberdeen School District), and 'Reporting Period' (set to [Select a Period]). Below these is the instruction 'Select a report then click 'View Report''. There are two columns of report options: 'Funding Reports' and 'Non-Funding Reports'. Each column contains a list of reports with radio buttons next to them. At the bottom of the 'Funding Reports' column is a 'View Report' button.

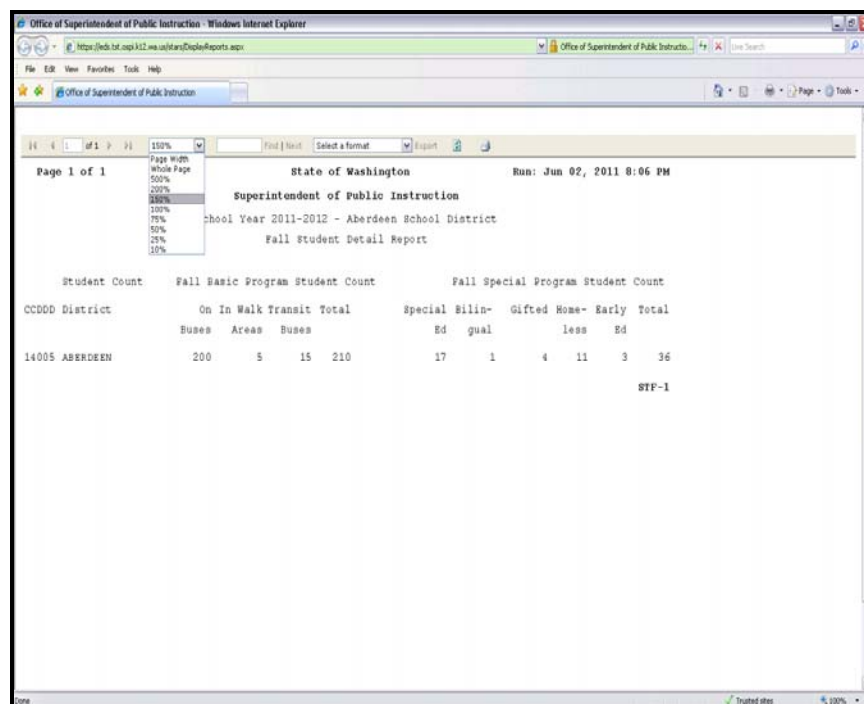
Funding Reports	Non-Funding Reports
<input type="radio"/> Student Detail Report	<input type="radio"/> School Bus Mileage Report
<input type="radio"/> Route Detail Report	<input type="radio"/> School Transportation Fuel Report
<input type="radio"/> Route Summary Report	<input type="radio"/> Homeless Transportation Report
<input type="radio"/> Working Set Route Detail Report	<input type="radio"/> District Exceptions Report
<input type="radio"/> Working Set Route Summary Report	<input type="radio"/> Efficiency Detail Report
<input type="radio"/> Bus Summary Report	<input type="radio"/> Stops Under One Mile Report
<input type="radio"/> Operations Allocation Detail Report	

- b) Once you click the **View Report** button, the report will appear in the Report Viewer window.

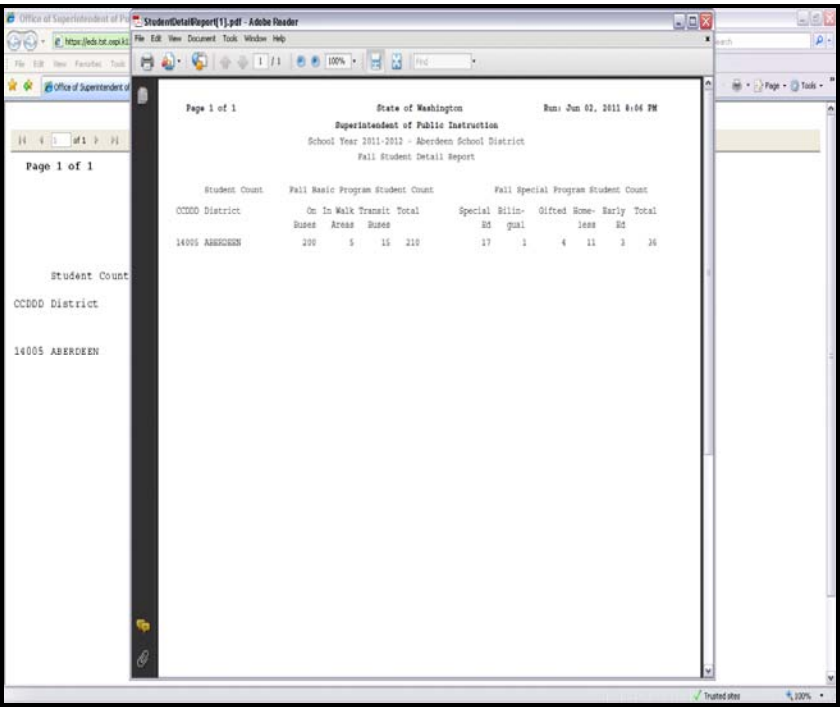
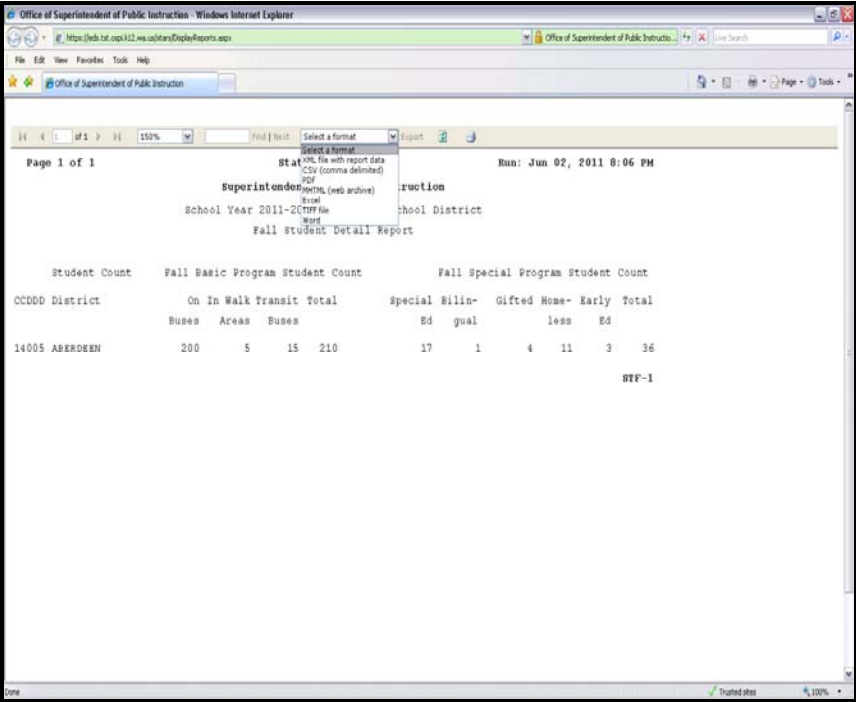
- c) You can control the viewing size of the report by selecting from the zoom dropdown.



- d) You can Export the report into any of the formats listed in the Export dropdown list; **XML file, CSV, PDF, MHTML, Excel, TIFF File and Word.**



- e) Once you click the **Export** button, the generated report will be produced in the format selected.



20. Reports (RTC & OSPI Users)

*** Refer to page 49 for additional details on each report available within the Reports tab in STARS.**

- a) This page allows you to generate reports for the data and information provided to the STARS system. You can only select one report at a time to view and/or export report data. As a RTC or OSPI User, you must first select the school district from the School District drop-down menu, prior to selecting a report.

Reports on this page are separated into columns based on the type of report.

The Funding Reports column includes all reports related to variables that are factored into the funding for a district. All Funding Reports except the Working Set Route Detail Report, Working Set Route Summary Report, and the Operations Allocation Detail Report require you to first **select a Reporting Period** in addition to the School District prior to running the report.

The Non-Funding Reports column contains reports of other administrative items collected in STARS. Within this column of reports both the District Exceptions Report and the Stops Under

The screenshot shows the 'Student Transportation Allocation Reporting System' interface. At the top, it says 'Office of Superintendent of Public Instruction' and 'Print Friendly'. Below this is a 'Print Reports' section with dropdown menus for 'School Year' (2013-2014), 'Region' ([Select a Region]), 'School District' ([Select a School District]), and 'Reporting Period' ([Select a Period]). A 'View Report' button is at the bottom left. The main area is titled 'Select a report then click 'View Report'.' and is divided into three columns: 'Funding Reports', 'Non-Funding Reports', and 'OSPI Data Reports and Extracts'. Each column contains a list of reports with radio buttons next to them. The 'Funding Reports' column includes: Student Detail Report, Route Detail Report, Route Summary Report, Working Set Route Detail Report, Working Set Route Summary Report, Bus Summary Report, and Operations Allocation Detail Report. The 'Non-Funding Reports' column includes: School Bus Mileage Report, School Transportation Fuel Report, Homeless Transportation Report, District Exceptions Report, Efficiency Detail Report, and Stops Under One Mile Report. The 'OSPI Data Reports and Extracts' column includes: District Car Mileage Report, Efficiency Export Report, Monthly Allocation Adjustment Report, Actual Allocation Report, Alternate Funding System Adjustment Report, Route Data Extract Report, and Operation Allocation Extract Report. At the bottom right of the OSPI column, there are links for 'Efficiency Detail Extract', 'Operations Allocation Extract', and 'Combined District Detail Extract'.

This screenshot shows the 'Funding Reports' section of the STARS interface. It includes the instruction 'Select a report then click 'View Report'.' and a list of reports with radio buttons: Student Detail Report (selected), Route Detail Report, Route Summary Report, Working Set Route Detail Report, Working Set Route Summary Report, Bus Summary Report, and Operations Allocation Detail Report.

This screenshot shows the 'Non-Funding Reports' section of the STARS interface. It includes a list of reports with radio buttons: School Bus Mileage Report, School Transportation Fuel Report, Homeless Transportation Report, District Exceptions Report, Efficiency Detail Report, and Stops Under One Mile Report.

One Mile Report will require you to first select a Reporting Period prior to running the report.

The OSPI Data Reports and Extracts column contains reports for use in running the efficiency analysis, providing reports to the public, and providing data from the STARS system. The Route Data Extract Report is the **only** report that requires the selection of a Reporting Period prior to running the report. Each of the reports in this column also allows for the generation of reports for all school district at once (you do not have to select a school district) or you can generate each of these reports based on the transportation region by selecting the region from the Region drop-down prior to creating the report.

- b) Once you click the **View Report** button, the report will appear in the Report Viewer window.

OSPI Data Reports and Extracts

☐ District Car Mileage Report
 ☐ Efficiency Export Report
 ☐ Monthly Allocation Adjustment Report
 ☐ Actual Allocation Report
 ☐ Alternate Funding System Adjustment Report
 ☐ Route Data Extract Report
 ☒ Operation Allocation Extract Report

[Efficiency Detail Extract](#)
[Operations Allocation Extract](#)
[Combined District Detail Extract](#)

Print Reports

School Year: 2014-2015

Region: [Select a Region]

School District: [Select a School District]

Reporting Period: [Select a Period]

Select a report then click 'View Report'.

Funding Reports

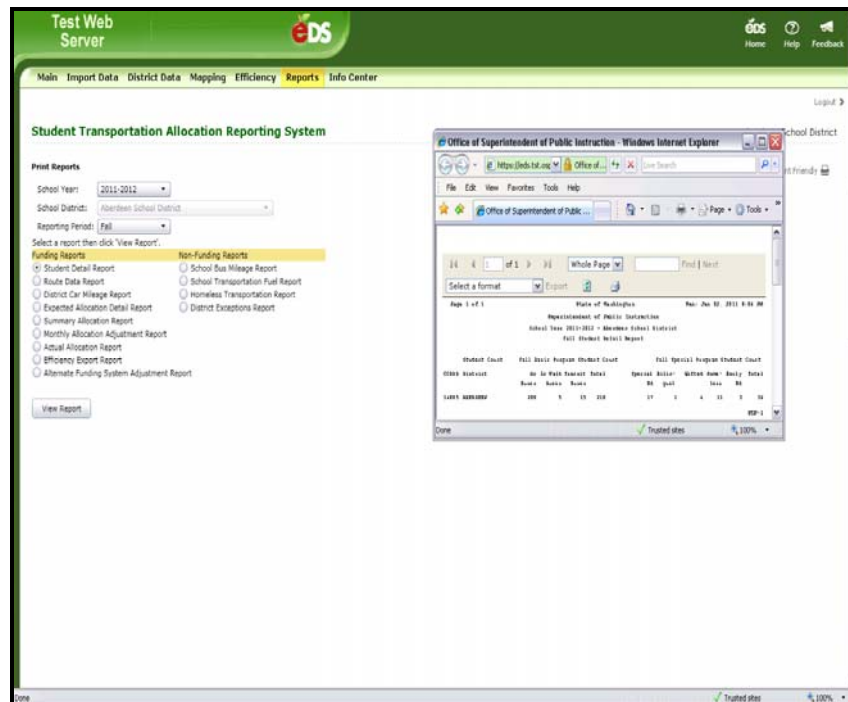
☐ Student Detail Report
 ☐ Route Detail Report
 ☐ Route Summary Report
 ☐ Bus Summary Report
 ☐ Operations Allocation Detail Report

Non-Funding Reports

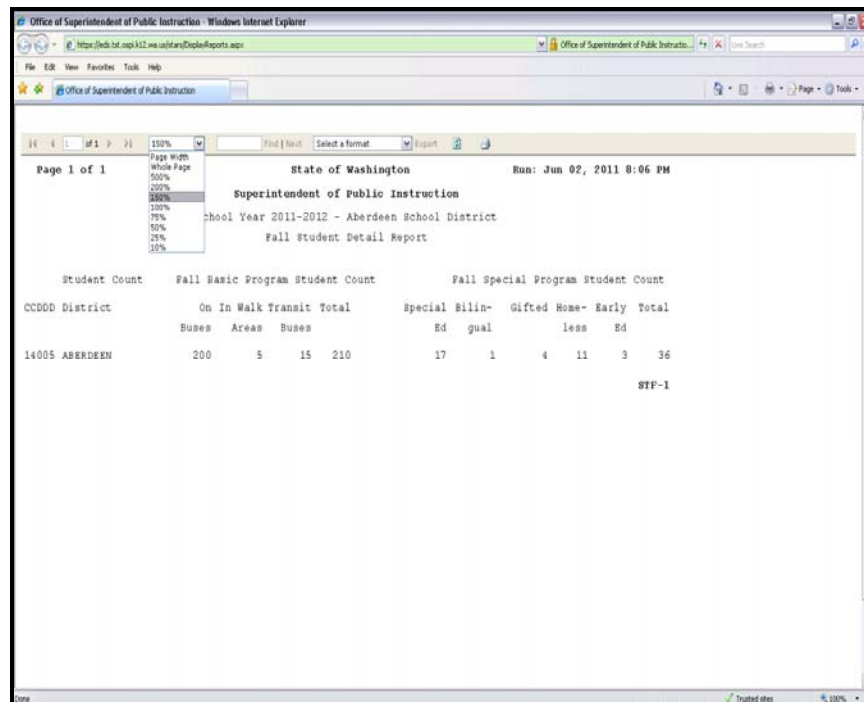
☐ School Bus Mileage Report
 ☐ School Transportation Fuel Report
 ☐ Homeless Transportation Report
 ☐ District Exceptions Report
 ☐ Efficiency Detail Report
 ☐ Stops Under One Mile Report

View Report

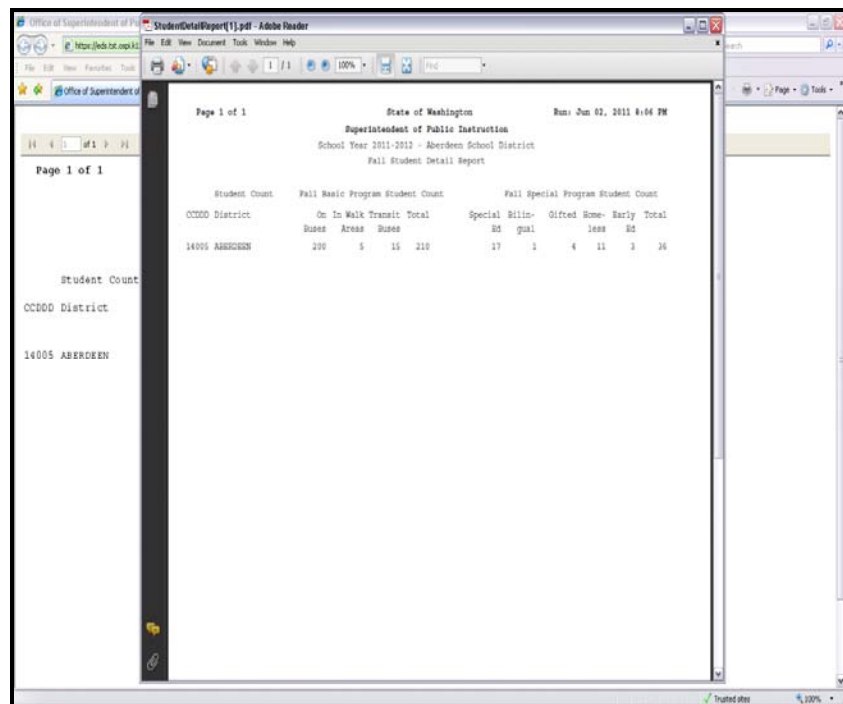
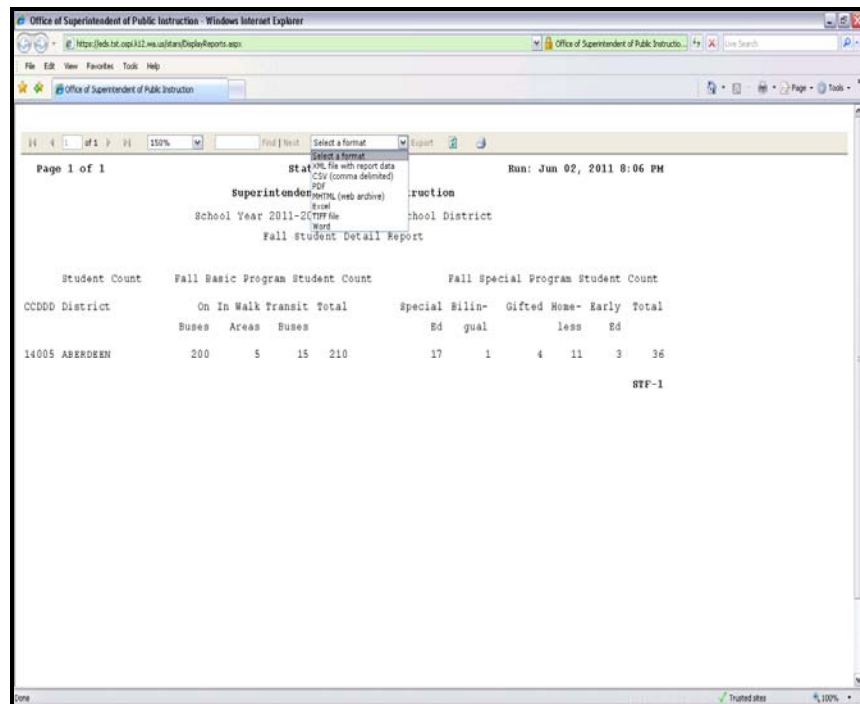
- c) You can control the viewing size of the report by selecting from the zoom dropdown.



- d) You can Export the report into any of the formats listed in the Export dropdown list; **XML file, CSV, PDF, MHTML, Excel, TIFF File and Word.**



- e) Once you click the **Export** button, the generated report will be produced in the format selected.



21. Report Details (SD Users)

Report Name		Reporting Period Required?	Report Details
Funding Reports	Student Detail Report	Yes	Provides an overview of the numbers of basic (on buses, in walk areas, on transit) and special program (special education, bilingual, gifted, homeless, and early education students) for the district of the selected reporting period.
	Route Detail Report	Yes	Provides a breakdown of the 6 different routes type of routes, the route for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route.
	Route Summary Report	Yes	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the selected reporting period.
	Working Set Route Detail Report	No	Provides a breakdown of the 6 different routes type of routes, the routes in the working set for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route in the current working set of routes.
	Working Set Route Summary Report	No	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the working set of routes.
	Bus Summary Report	Yes	Provides the bus count for each of route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses, and the total number of destinations for the selected reporting period.
	Operations Allocations Detail Report	No	This report shows the data used for each school district to calculate the allocation.

Report Name		Reporting Period Required?	Report Details
Non-Funding Reports	School Bus Mileage Report	No	Displays the School Bus Mileage for the previous school year for To/From Trips, Field Trips, Extra-curricular, Intergovernmental, other, and total miles.
	School Transportation Fuel Report	No	Displays the Fuel (Diesel and Gasoline) used by the district in number of gallons and total cost for each of the fuel types for the previous school year.
	Homeless Transportation Report	No	Displays the total number of homeless student trips, the total miles traveled to transport homeless students, and the total cost of transporting the homeless students for the previous school year.
	District Exceptions Report	Yes	List any exceptions applied to the school district for the selected reporting period.
	Efficiency Detail Report	No	Displays the efficiency rating and all variables used to calculate the efficiency rating for the school district including the cohort districts the district was compared to as part of the efficiency analysis.
	Stops Under One Mile Report	Yes	Displays the routes with bus stops that have a distance of less than a mile from their intended destination for the selected reporting period. All route types are included in this report.

21. Report Details (RTC & OSPI Users)

Report Name		Reporting Period Required?	School District Required?	Report Details
Funding Reports	Student Detail Report	Yes	No	Provides an overview of the numbers of basic (on buses, in walk areas, on transit) and special program (special education, bilingual, gifted, homeless, and early education students) for the district of the selected reporting period.
	Route Detail Report	Yes	No	Provides a breakdown of the 6 different routes type of routes, the route for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route.
	Route Summary Report	Yes	No	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the selected reporting period.
	Working Set Route Detail Report	No	Yes	Provides a breakdown of the 6 different routes type of routes, the routes in the working set for each of these types, the number of stops on each route, the destination(s) for each route, and the average distance for each route in the current working set of routes.
	Working Set Route Summary Report	No	No	Provide a count number of routes for each route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses used on these routes, the number of destinations, and the average distance for all of these routes for the working set of routes.
	Bus Summary Report	Yes	No	Provides the bus count for each of route type (Basic (A), Special (S), Bilingual (B), Gifted (G), Homeless (H), and Early Ed. (E)), the total number of buses, and the total number of destinations for the selected reporting period.
	Operations Allocations Detail Report	No	No	This report shows the data used for each school district to calculate the allocation.

Report Name		Reporting Period Required?	School District Required?	Report Details
Non-Funding Reports	School Bus Mileage Report	No	No	Displays the School Bus Mileage for the previous school year for To/From Trips, Field Trips, Extra-curricular, Intergovernmental, other, and total miles.
	School Transportation Fuel Report	No	No	Displays the Fuel (Diesel and Gasoline) used by the district in number of gallons and total cost for each of the fuel types for the previous school year.
	Homeless Transportation Report	No	No	Displays the total number of homeless student trips, the total miles traveled to transport homeless students, and the total cost of transporting the homeless students for the previous school year.
	District Exceptions Report	Yes	No	List any exceptions applied to the school district for the selected reporting period.
	Efficiency Detail Report	No	No	Displays the efficiency rating and all variables used to calculate the efficiency rating for the school district including the cohort districts the district was compared to as part of the efficiency analysis.
	Stops Under One Mile Report	Yes	No	Displays the routes with bus stops that have a distance of less than a mile from their intended destination for the selected reporting period. All route types are included in this report.

Report Name		Reporting Period Required?	School District Required?	Report Details
OSPI Data Reports & Extracts	District Car Mileage Report	No	No	Displays the number of district car miles traveled for each school district for the school year and the cost of those miles.
	Efficiency Export Report	No	No	Displays the variables needed to calculate the efficiency ratings for each school district which includes the PYE, Number of Buses, # of Basic Riders, # of Special Program Riders, Average Distance, Number of Destinations, Number of K Routes, the Land Area, Road Miles, and Non-High Transportation status for each district.
	Monthly Allocation Adjustment Report	No	No	Displays the new actual allocation amount for each district after adjustments have been made.
	Actual Allocation Report	No	No	Displays the actual allocation amount provided to each school district for the school year.
	Alternate Funding System Adjustment Report	No	No	Displays the calculated expected allocation, the alternate funding for non-high districts, the alternative funding for low enrollment, the alternate funding for trans-coop, the alternate funding for ESDs, and the total calculated expected allocation plus adjustments for each school district.
	Route Data Extract Report	Yes	No	Displays a report of all approved stops for the selected reporting period for use in GIS analysis. If a school district is selected the report will include all approved stops for the selected reporting period for the selected district. If a region is selected, the report will include all approved stops for all school district within the selected region for the selected reporting period.
	Operation Allocation Extract Report	No	No	Displays a report used for calculations within the transition worksheet used for transitioning from the old funding system to the new funding system.